



LANDER UNIVERSITY

2015-2016 Student Handbook

LANDER UNIVERSITY STUDENT HANDBOOK 2015-2016

The Lander University Student Handbook is published to provide students with information related to the various academic and student life policies and regulations. In addition to the student handbook, there is information related to the numerous programs, services, activities and events of the university on the Lander website.

Students should become familiar with the contents of the handbook. While you certainly will not remember everything you read, you will know where to look when information is needed.

Student regulations are subject to change with approval from the appropriate university officials.

It is the policy of Lander University to provide equal educational and employment opportunity to all present and future employees and students regardless of race, color, religion, sex, national origin, age or disability. Lander University is an affirmative action/equal opportunity employer.

Inquiries concerning the above may be addressed to:

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Lander University
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Greenwood, South Carolina 29649

or

Mr. H. Randall Bouknight, Vice President for Student Affairs
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320 Stanley Avenue
Greenwood, South Carolina 29649

ACCREDITATION

Lander University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lander University. Additionally, the Bachelor of Science degree in Athletic Training is accredited by the Commission on Accreditation of Athletic Training Education (CAATE), 2201 Double Creek Drive, Suite 5006, Round Rock, TX 78664. The Department of Business Administration is accredited by AACSB International. Information regarding accreditation status is available from the Association to Advance Collegiate Schools of Business, 777 South Harbour Island Boulevard, Suite 750, Tampa FL 33602-5730 USA, Telephone: 813-769-6500, Fax: 813-769-6559. The Bachelor of Science in Nursing program is approved by the State Board of Nursing for South Carolina and is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791. The Teacher Education programs of Lander University are approved by the state of South Carolina and the academic unit is nationally accredited by the National Council for Accreditation of Teacher Education Certification (NCATE), 2010 Massachusetts Ave., NW, Suite 500, Washington, D.C. 20036-1023. Lander's Montessori Teacher Education Program offers coursework leading to certification by the American Montessori Society. It is fully accredited by the Montessori Accrediting Council for Teacher Education (MACTE), 313 Second Street SE, Charlottesville, VA 22902. The Bachelor of Science in Music is accredited by the National Association of Schools of Music (NASM). Information regarding accreditation status is available from NASM at 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190. The Bachelor of Science in Visual Arts and the Master of Arts in Teaching Art are accredited by the National Association of Schools of Art and Design (NASAD). Both programs have been examined and approved by NASAD. Information regarding accreditation is available from NASAD at 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190. Lander University is a member of the Southern Association of Colleges and Schools Commission on Colleges, the American Association of State Colleges and Universities, and the South Carolina Association of Colleges and Universities. Information concerning accreditation procedures applicable to the University is available in the Office of the President.

Lack of knowledge concerning student regulations published in the handbook will not be considered a reasonable excuse for failure to comply with such regulations.

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CALENDAR OF EVENTS

FALL SEMESTER 2015

August		
31	M	Classes begin
September		
4	F	Registration and drop/add ends
7	M	Individual course withdrawal begins
21	M	State of the University address
October		
12	M	Mid-term week begins
12-13	M-T	Fall Break
24	SA	Parents Day
30	F	Individual course withdrawal ends
November		
2	M	Spring registration begins — continuing students
25-27	W-F	Thanksgiving Break
30	M	Spring registration begins — new students
December		
4	F	Classes end
4	F	Last day to withdraw from all courses
7-11	M-F	Examinations
12	SA	Commencement ceremony
13	SUN	All grades due — 5 p.m.
24-31	R-R	Holiday Break (offices closed)

SPRING SEMESTER 2016

January		
4	M	University opens after holiday break
11	M	Classes begin
15	F	Registration and drop/add ends
18	M	Martin L. King holiday (university closed)
19	T	Individual course withdrawal begins
February		
15	M	Mid-term week begins
15	M	Homecoming Week begins
20	SA	Homecoming Day
March		
4	F	Individual course withdrawal ends
7-11	M-F	Spring Break (faculty and students)
28	M	Fall registration begins — continuing students
April		
18	M	Fall registration begins — new students
22	F	Classes end
22	F	Last day to withdraw from all courses
25	M	Exams begin
29	F	Exams end
30	SA	Commencement ceremony
May		
1	SUN	All grades due — 5 p.m.

ACADEMIC HONOR CODE

In order to maintain a high standard of academic excellence, Lander University supports an academic honor code for which both faculty and students are responsible. By subscribing to this code, the university affirms its trust in the ability of the faculty and students to be self-disciplined, responsible and honorable in the pursuit of academic goals.

FACULTY RESPONSIBILITIES

Lander University subscribes to the 1987 American Association of University Professors Statement on Professional Ethics. Part II of that statement says: "Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit."

In order to uphold the academic honor code the faculty of Lander University is expected to:

1. Place in each syllabus a reference to and discuss with students the academic honor code of Lander University.
2. Exercise due caution in the preparation, distribution, administration and security of all exams to prevent any student from gaining an improper advantage over his/her counterparts. Exercise due caution when making other written assignments (e.g., term papers, lab reports, projects).
3. Initiate action against violators of the academic honor code as prescribed by the code.
4. Be truthful in all discussions and hearings related to any infractions of the honor code.

STUDENT RESPONSIBILITIES

By electing to enroll at Lander University, the student unconditionally agrees to uphold the academic honor code. It is the responsibility of each student to:

1. Refrain from giving or accepting unauthorized aid while undertaking any academic activity.
2. Submit each piece of academic work only once during the student's entire enrollment at Lander unless written permission is obtained from the teacher of the subsequent course to which the material will be submitted; academic work includes papers, articles, class journals, written

or oral reports, computer or science laboratory reports, works of art and musical performances.

3. Refrain from falsifying data, information or citations in academic work being submitted as a requisite of a course.
4. Refrain from attempting to have a grade changed on a returned exam by falsifying recorded answers.
5. Submit only his or her original work. This prohibits copying, participating in unauthorized collaboration and committing plagiarism. Plagiarism is defined in the Lander University Student Handbook ([see page 11](#)).
6. Refrain from giving exam information to students who have yet to take that same exam.
7. Be truthful in all discussions and hearings related to any infractions of the honor code.
8. Report to the instructor of the course concerns about the integrity of academic activities or infractions of the code. The concern or infraction can be reported to the instructor either verbally or in writing.
9. Hold in confidence any privileged information obtained during the academic process.
10. Be knowledgeable about the university's policies on academic honesty and plagiarism, as these are described in the current issue of the student handbook.

FACULTY RIGHTS

Faculty rights under the academic honor code include the right to:

11. Expect students to be accountable for their own behavior, including their own learning.
12. Question any student behavior which appears not to adhere to the statement of Student Responsibilities contained in the code.
13. Request a hearing and present evidence and witnesses to support the allegation of a violation of the honor code.
14. Be accompanied at the hearing by an on-campus adviser. The adviser cannot be an attorney nor can he or she enter into discussions (with anyone other than the faculty member) during the hearing.

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STUDENT RIGHTS

Student rights under the academic honor code include the right to:

1. Expect faculty to conduct academic activities in a timely, appropriate manner, and to be fair minded and impartial.
2. Be presumed innocent until he or she admits guilt or is proven guilty.
3. Have fair and impartial hearings, including the right to present contradicting evidence, to be provided prior to the hearing a copy of written evidence to be used during the hearing, to represent witnesses and to have access to an on-campus adviser.
4. Be accompanied at the hearing by an on-campus adviser. The adviser cannot be an attorney nor can he/she enter into discussions (with anyone other than the student) during the hearing.

HONOR CODE PROCESS

Step 1

Discovery of the violation by the faculty member occurs.

1. Faculty member first notifies his or her program chair (or dean, if the chair is the accusing party) to ensure an open and fair process of discovery and completes the upper portion of the honor code violation form.
2. Faculty member has five Lander academic calendar days from the time of discovery to communicate with the student concerning the allegation. Communication should include notification of the student that he/she cannot change their registration status until the case is resolved. The student may choose to be accompanied at the meeting by an adviser. The adviser cannot be a non-faculty attorney, or a faculty member acting in an attorney role, nor can he/she enter into discussions (with anyone other than the student) during the meeting.
3. Faculty member has a maximum of 10 Lander academic calendar days (including the five-day window for notification of the student) from the time of discovery to:
 - a. Compile their evidence and other information;

- b. Communicate with the student concerning the allegations; and
 - c. File a formal allegation with the vice president for Student Affairs.
4. If the student admits the violation, faculty member may elect one of the following courses of action:
 - a. Award the student a failing grade or a grade lower than he/she would otherwise award for either the academic work in question or the course;
 - b. Dismiss the matter without further action, except for notification of the vice president for Student Affairs and vice president for Academic Affairs; or
 - c. Refer the matter to the Honor Council. Upon referring a matter to the Honor Council, the faculty member agrees to abide by the decision of the Honor Council.
 5. After student admits to the violation and agrees to the faculty member's proposed remedy, copies of a written statement summarizing the violation and the penalty, signed by both the faculty member and the student, shall be sent to the vice president for Student Affairs and vice president for Academic Affairs to this effect and the case is closed for this allegation. Note: If the faculty member chooses to give the student a failing or lower grade, the grade is frozen by the registrar and the student is ineligible for withdrawal from the course.
 6. If student denies the allegations, makes no response to the allegations within five Lander academic calendar days of initial communication or disagrees with the remedy then **step 2 is taken.**

Step 2

Formal notification letter is sent by the faculty member to the vice president for Student Affairs.

1. Letter to include all evidence and other relevant information. The report/letter must include:
 - a. Name(s) of the accused student(s);
 - b. Specific honor code violation;
 - c. Explanation of the alleged infraction;

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- d. Copy of any written evidence;
 - e. Time, date and place of the alleged infraction, if appropriate; and
 - f. Name(s) of any witness(es).
2. Vice president for Student Affairs notifies the student, the faculty member and the vice president for Academic Affairs of the filing within five Lander academic calendar days.
 3. Upon notification by the vice president for Student Affairs, student has 10 Lander academic calendar days to:
 - a. Speak with the vice president for Student Affairs about the allegations;
 - b. Compile his or her evidence and relevant information;
 - c. Make a decision whether to contest the allegation.
 4. If student admits to the violation and agrees to the faculty member's proposed remedy, then a letter is signed by both parties and sent to the vice president for Student Affairs and the vice president for Academic Affairs and the case is closed for this allegation. Note: If the faculty member chooses to give the student a failing or lower grade, the grade is frozen by the registrar and the student is ineligible for withdrawal from the course.
 5. If student fails to fully respond to the allegation within the 10 Lander academic calendar days window, then the faculty member will impose the described remedy and the vice president for Student Affairs will notify the student and the vice president for Academic Affairs and the case is closed for this allegation. Note: If the faculty member chooses to give the student a failing or lower grade, the grade is frozen by the registrar and the student is ineligible for withdrawal from the course.
 6. If student continues to deny the allegations, or disagrees with the remedy the faculty member wished to impose, the student will notify the vice president for Student Affairs by letter, within the 10 Lander academic calendar days window and then **step 3 is taken.**

Step 3

Honor Council is notified following the formal notification process.

1. Vice president for Student Affairs has 10 Lander academic calendar days to convene a meeting of the Honor Council.
2. Vice president for Student Affairs notifies the faculty member, student and vice president for Academic Affairs of the meeting time and place.
3. Vice president for Student Affairs provides council members with all the evidence compiled by both parties. Both parties have a right to speak to the council.
4. Vice president for Student Affairs then notifies the student, faculty member and the vice president for Academic Affairs of the council's decision on the case and the case is closed for this allegation. If a student is found guilty of the violation and is given a failing or lower grade, the grade is frozen by the registrar and the student is ineligible for withdrawal from the course.
5. Faculty members and students are required to keep pertinent data for one year from the time of the alleged incident.
6. Students remain accountable for consequences of repeat infractions of the honor code.
7. Faculty should complete an honor code violation form of the alleged event.

Approved by Faculty Senate — 11/16/09

Approved by SGA — 3/29/10

Approved by faculty — 4/21/10

HONOR COUNCIL PROCEDURES

4. The chair of the Honor Council shall conduct hearings as specified by the rules governing Honor Council hearing.
5. The student and the accuser shall be entitled to appear in person at the hearing to present testimony. It may not be possible to secure the presence of all witnesses since the Honor Council has no power of subpoena.
6. The student may elect not to appear before the Honor Council. The failure of a student to appear shall not be taken as indicative of guilt and must be noted without prejudice.
7. Should the accused and/or the accuser so desire, he/she may be accompanied at the hearing by an on-campus

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adviser. The adviser shall not be an attorney and cannot enter into any discussions with anyone other than the student.

8. The student and the accuser shall be allowed to present oral and/or written testimony and/or witnesses on his/her behalf.
9. The accused and the accuser each have the right to be present throughout the presentation of testimony.
10. Each side shall be given a chance to present its position separately without interruption from the other side.
11. After presentation of both positions, rebuttal and questions shall be allowed.
12. The decision of the Honor Council shall be communicated in writing to the student, the accuser and the vice president for Academic Affairs, by the vice president for Student Affairs, within 72 hours after the decision, and shall specify the action taken by the Honor Council. The chair of the Honor Council shall deliver a copy of the council's findings to the academic vice president for inclusion in the academic honor code file.
13. Should the Honor Council find the student guilty, it shall specify one or more of the penalties listed below:
 - a. A failing grade on the assignment or test in question;
 - b. A failing grade in the course in which the violation occurred;
 - c. Honor code probation for a period of time not less than one full semester — any violation of the honor code during the probation period shall be grounds for suspension;
 - d. Suspension from Lander University for a specified or an unspecified period of time; or
 - e. Expulsion from Lander University.

ACADEMIC HONOR CODE FILE

The academic vice president shall maintain the academic honor code file in his or her office. Within five days of receiving official notice of a second violation of the honor code by any student, the academic vice president shall officially warn the student in writing that any future violation of the honor code will automatically lead to the student's being required to appear before the Honor Council.

A faculty member may have access to a student's record in the academic honor code file when carrying out professional duties. None of the contents of the file shall be removed from the office of the vice president for Academic Affairs. Within five days of receiving official notice of a third violation of the honor code by a student, the vice president for Academic Affairs shall refer that student to the Honor Council for a hearing. The purpose of the hearing shall be to determine what further penalty, if any, shall be imposed by the council on the student. The hearing shall take place within five days after the vice president for Academic Affairs has notified the council chair of the need for the hearing. The Honor Council shall have access to the student's records in the honor code file. The Honor Council may impose penalties of honor code probation, suspension from Lander University for a specified or unspecified period or expulsion from Lander University. Such penalty or penalties may be imposed whether or not the student chooses to attend the hearing.

ACADEMIC HONESTY AND PLAGIARISM

By enrolling in Lander University, students agree to abide by the academic honor code, which was outlined earlier in this handbook. Academic honesty is the basis of the integrity of any academic program and is expected by every professor on the Lander campus. Students are required to do their own work when they write papers, take tests and perform any other oral, written or physical activities.

Credit should be given to the original source on all research works and position papers. Professors check students' work very carefully and have the right to enforce their own rules and regulations as well as refer cases of cheating for further action to the appropriate disciplinary committee, which will determine consequences of infractions of the honor code. Some divisions and schools have their own additional policies relating to this matter. The student has the right to appeal any allegation regarding the academic dishonesty. Among the activities that are considered academically dishonest are the following:

1. Exchanging information with other students during a test;
2. Consulting books, notes or other sources of information during a closed-book test;
3. Using unauthorized electronic devices;
4. Allowing a student proxy to take a test;
5. Obtaining illegally a test prior to the test date;

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6. Purchasing essays or term papers from other students, firms that specialize in such trade or any other person offering such papers for sale;
7. Copying another student's work or allowing one's own work to be copied, whether on paper or disk;
8. Submitting as one's own the work of any other person, even if minor changes have been made in the work;
9. Submitting in one course work that has been previously submitted and graded in another course, without express permission of both instructors involved;
10. Lying to faculty or administration about official matters;
11. Forging on a university document or form the written authorization (signature or initials) of a university faculty member or administrator; and
12. Plagiarism, including: (1) Copying — without use of quotation marks and other means of documentation — key words, phrases, sentences and/or passages from written material not one's own; (2) Using ideas from written or electronic sources without proper documentation.

Plagiarism is the unacknowledged use of words or ideas that are not original with the student. The published thoughts and words of others often stimulate original thought, but students must learn, in all written work, to make a clear distinction between their own words and ideas and those of other writers and thinkers. That distinction must first be clear in the student's own mind. Many students are unaware that copying from published sources without proper use of quotation marks and footnotes is a form of plagiarism. Students regularly embellish their own writing with phrases or even whole sentences from books and articles because these phrases or sentences make their own writing sound better. This kind of embellishment, too, is plagiarism. Other students, mistrustful of their own ideas, borrow ideas from published sources and believe that, as long as they put these ideas into their own words, they have avoided plagiarism. They have not. An idea taken from a source requires a footnote even if the student has used his/her own words to express that idea. Plagiarism is a serious academic offense and is considered a form of stealing.

APPEALS

Both the accused and the accuser shall be notified in writing by the vice president for Student Affairs of their rights to

appeal the outcome of Honor Council hearings on substantive or procedural grounds. Should either party appeal, any action specified by the Honor Council shall not be implemented pending resolution of the appeal. Requests for appeal must be made in writing to the vice president for Student Affairs within three university business days of receipt of written notification of the decision. Appeals will be heard by the Faculty Senate Grade and Judicial Appeals Committee of Lander University within 14 calendar days after the committee chair receives the appeal from the vice president for Student Affairs.

Should a member of the Honor Council be involved with a specific case, that member will be excused from the council when a hearing of that case is conducted.

Approved by Faculty Senate
12/13/00

INTELLECTUAL PROPERTY POLICY

General Definition

1. Intellectual property means broadly all inventions, discoveries, know-how, show-how, processes, unique materials, copyrightable works, original data, and other creative or artistic works that have or may have commercial value.

2. Categories

For the clarity of this policy, intellectual property can be categorized as follows:

- a. Scholarly work — material prepared for traditional academic publications, such as scholarly journals, or other texts of a scholarly nature.
- b. Creative work — artistic works, musical or dramatic compositions and/or performances, literary works, etc.; works of a primarily aesthetic nature.
- c. Course materials — material of a pedagogical intent, used by the faculty member in the course of the Lander University's educational mission. This generally means materials intended for the immediate use of a student in a course.
- d. Invention — any inventive idea and/or its reduction to practice, such as a new and useful process or method for producing an industrial result, composition of

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matter, device, plant, design in connection with the production or manufacture of an article, computer hardware or software program, or knowledge supporting these inventive ideas, or any new use or improvement to an existing system, device, composition, program or process.

3. Applicability

This policy shall apply to faculty, staff and students.

4. Definitions

For brevity in this document, the following terms will be used:

- a. University shall mean Lander University;
- b. Faculty shall mean faculty member; and
- c. Faculty/staff/student shall mean faculty member, staff employee, or student.

5. Disclosure of Intellectual Property

In order for the university to identify, protect, and commercialize intellectual property that emanates from the work of its faculty, staff and students, it is the university's policy that any party discloses any intellectual property, including inventions, in confidence to the university in a timely fashion and prior to any public release. Public release in any form may have the effect of consigning the intellectual property to the public domain, thereby precluding the university and any associated party from pursuing intellectual property protection.

Inventions may be disclosed to Lander by completing and signing an Invention Disclosure and Assignment of Rights Form. This form may be obtained from the Lander University Business Office.

6. Ownership of intellectual property

The university owns the intellectual property under the following conditions:

- a. If the intellectual property, other than scholarly work and/or creative work as defined above, is created within the scope of employment on university time with the use of university facilities, or university financial support;

- b. If the intellectual property is commissioned by the university or a component of the university pursuant to a signed contract, or if it is considered work for hire under copyright law;
- c. If the intellectual property result from research supported by federal, state, or university funds or third-party sponsorship designated to the university; or
- d. If the intellectual property is conceived or reduced to practice by the faculty, staff, and/or students of the university as a result of research that makes substantial use of the university's resources or facilities.

The faculty/staff/student owns the intellectual property under the following conditions:

- a. If the intellectual property is unrelated to the faculty/staff/student job; or
- b. If the intellectual property is scholarly work and/or creative work as defined above; or
- c. With respect to any inventions, the faculty/staff/student owns the invention when his/her invention was conceived or reduced to practice independent of the university. The faculty, staff, and/or student that claims ownership of the invention carries the burden of proof to document that the right to ownership of the invention by demonstrating that: (a) the invention was not conceived or reduced to practice as part of an activity within the inventor's scope of employment as university employee; (b) the invention was conceived and reduced to practice on his/her own time; and (c) the inventor did not make substantial use of university resources, facilities, or grant funds administered by the university.

Intellectual property shall be considered jointly-developed intellectual property:

- a. If criteria for university ownership and individual ownership (as set forth above) overlap; or
- b. If the faculty/staff/student involved in the creation of the intellectual property worked in collaboration with other university employees, for whom the creation was a part of their employment responsibilities, as part of a team

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to contribute the kind of expression intended to be part of an integrated whole. The university's employees who work as programmers, graphic artists, video technicians, scriptwriters, and other university support personnel create this kind of expression. When added to the faculty/staff/student contribution, the result is a jointly-authored work.

Jointly-developed intellectual property shall be owned by university with any commercial value being shared between the university and the faculty/staff/student as set forth below. When termination of employment (faculty/staff/student) or enrollment (student) occurs in cases where intellectual property is jointly developed, a negotiated, written letter of agreement will be executed with the university. The agreement shall be negotiated with the faculty/staff/student by the appropriate vice president and approved by the vice president for Business and Administration, in accordance with federal, state and university policies, procedures, and regulations. The agreement shall establish separate ownership rights, stipulate the percentage of ownership between the faculty/staff/student and the university, and describe future uses of the intellectual property. To initiate an agreement: (a) the faculty/staff/student contacts his/her appropriate chair and dean or appropriate supervisor requesting separate joint ownership rights; (b) the appropriate dean or supervisor in turn notifies the appropriate vice president to request a letter of agreement from the vice president for Business and Administration and to execute the agreement with the faculty/staff/student. In the event of a disagreement between the faculty/staff/student and the university, an appeal may be made to the president and his/her decision shall be final.

7. Patent procurement

University shall have the sole discretion to determine whether to procure and/or maintain, including the right to prepare, file and prosecute any patent applications for, any inventions owned by university.

8. Distribution of Royalties

Commercial value from any jointly-developed intellectual property shared between the faculty/staff/student and the university. For this to occur there must be (a) an offer and an identifiable buyer with whom to negotiate; and (b) a negotiated, written letter of agreement executed between the faculty/staff/student

and the university. The agreement shall be negotiated with the faculty/staff/student by the vice president for Business and Administration in accordance with state and university policy. The agreement shall stipulate the percentage of ownership between the faculty/staff/student and the university, indicate who pays and how research and development costs are recovered, and describe future uses of the intellectual property. In the event percentage of ownership and payment and recovery of research and development costs are not addressed in writing, then the economic relationship is shared on a 50%/50% basis after the recovery of research and development costs and costs for applying for, obtaining, and maintaining any intellectual property rights, such as patent rights, by the university.

All royalties for the sale of textbooks written by university faculty and sold through the university bookstore while the faculty is an employee of the university shall revert to the university. The precise manner in which these funds will be distributed to the university will be determined by written agreement between the faculty and the university. To initiate an agreement, the faculty in concert with his/her department chair, dean and vice president will request a letter of agreement with the university through the vice president for Business and Administration. In the event of a disagreement between the faculty and the university, an appeal may be made to the president, and his/her decision shall be final.

When the faculty is no longer an employee of the university, all textbook royalties described above become the property of the former faculty.

9. Disclosure

Copies of this policy shall be printed in the university faculty/staff/student handbooks, and shall be posted electronically on the university's website.

10. Review

Ownership of this policy shall reside with the Office of Business and Administration. This policy may be reviewed, as circumstances warrant, by the vice president for Business and Administration, Faculty Senate, Student Government Association, Academic Council, and the President's Council. Proposed revisions and amendments will be transmitted to the president for final approval.

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RIGHTS OF THOSE CHARGED WITH VIOLATIONS OF THE CODE OF CONDUCT

1. The right to be notified in writing of their rights in the disciplinary process;
2. The right to be notified in writing of the charges against him/her/them with sufficient time to prepare for a hearing; in the event that additional charges are brought, a further written notice must be forwarded to the student(s) or student organization(s). The charged student(s) or student organization(s) may waive the right to a separate written notice of additional charges in order to expedite the hearing process;
3. The right to be notified of the date, time and place of formal hearings at least three university business days prior to the hearing;
4. The right to know the nature and source of the evidence used in a hearing process; this includes the right to review all documents and exhibits to be introduced at a hearing, as well as a list of witnesses asked to testify at the hearing, upon the student's request;
5. The right to present evidence on one's own behalf;
6. The right to elect not to appear at the hearing, in which case the hearing shall be conducted in the absence of the charged party(ies);
7. The right to refuse to answer any questions or make a statement; however, the hearing authority may draw inferences from this refusal;
8. The right to present questions for the witnesses to answer; the hearing officer/council may rule on relevance of these questions;
9. The right to be accompanied by an adviser throughout the hearing process; the adviser, with the written permission of the charged student(s) or student organization(s) may:
 - a. Advise the accused regarding preparation for the hearing;
 - b. Accompany the accused to all disciplinary proceedings; and
 - c. Have access to evidence to be introduced at the hearing.

NOTE: Advisers are not permitted to participate directly in the hearing process, or to speak for the charged student(s) or student organization(s).

RULES GOVERNING HONOR COUNCIL HEARINGS

1. When a student chooses an option of a formal hearing, the vice president for Student Affairs or designee shall set a date, time and place for a hearing and notify those charged, the Honor Council and relevant witnesses and participants as to the scheduling of the hearing.
2. Hearings shall be considered closed and confidential. All statements, information or comments given during hearings shall be held in strictest confidence by council members, university staff, witnesses and advisers before, during and after deliberation. Video, audio, stenographic or photographic recording of hearing proceedings are prohibited except as authorized by the Office of Student Affairs.
3. The chair shall remind all parties to the hearing that any statements made or evidence introduced must be truthful and accurate. If any material facts are in dispute, testimony of witnesses and other evidence shall be heard. The chair shall ensure that only information directly pertinent to the specified charges shall be introduced.
4. A party charged with a violation is responsible for presenting his or her own case. Advisers are not permitted to speak or to participate directly in any hearing.
5. The chair of the council, with the assistance of the vice president for Student Affairs or his or her designee, will exercise control over the hearing to avoid needless consumption of time through repetition of information and/or to prevent the harassment or intimidation of participants. Any member of the Honor Council may request the council to go into private session to discuss and decide a matter by majority vote. The council chair can recess the hearing at any time. The chair of the council shall ensure that all procedures are appropriately followed.
6. The party charged with a violation(s), the vice president for Student Affairs and council members shall have the right, within reasonable time limits set by the chair, to

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present questions to witnesses who testify orally. The council may require that questions from the charged party be addressed to the chair, who then can ask these questions of the witness.

7. All hearings shall be conducted in an orderly manner and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present only during the time they are testifying.
8. The council may proceed independently to secure evidence for the hearing. The charged party shall have access to any evidence at least three days before the hearing unless exigent circumstances preclude this possibility. The charged party shall have reasonable time to prepare responses to such evidence.
9. The vice president for Student Affairs serves as a nonvoting member of the council and may assist in administering the hearing by answering questions regarding procedural issues. The vice president for Student Affairs may also facilitate the deliberation process, as well as aid in maintaining order at the hearing. The vice president for Student Affairs may authorize certain university staff to be present to advise the council.
10. If the charged student(s) chooses not to attend the formal hearing, the council may proceed with the hearing and reach decisions and impose sanctions without the student's participation.
11. A tape recording of the hearing shall be kept by the vice president for Student Affairs until any appeal or any external judicial review has been concluded, or for up to 30 days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party and adviser shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Student Affairs. The charged student may request a duplicate copy of the recording at his or her expense within a period of 30 days from the date of the hearing.
12. After hearing the evidence, the council may choose to continue the hearing at a later date if additional evidence or witnesses are needed.
13. After all information has been presented and the charged party has made a final statement, the council shall meet in private to discuss the case, reach its decision and, if appropriate, determine the outcome. Decisions of the council must be taken by majority vote. A tie vote is considered as a finding of not guilty. If the student(s) is (are) found responsible for violating the honor code, the council may hear any information concerning any past university record(s) of the student(s) in determining appropriate sanction(s).
14. The vice president for Student Affairs, or designee, shall be responsible for forwarding the written decision of the council to the charged party. The letter from the council shall consist of:
 - a. Findings of the council.
 - b. Sanction(s).
 - c. Statement regarding the right to appeal.

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ACADEMIC HONOR CODE REFERRAL FORM

Name of the accused instructor:

If a student or groups of students allege infraction(s) of the academic honor code by an instructor, then the accusing student(s) may pursue the matter by using the academic chain of responsibility. If the unit head is the instructor of record, then the student(s) may request an initial meeting with the vice president for Academic Affairs.

The referral form must include:

- The name(s) of the accused instructor(s);
- The specific honor code violation;
- An explanation of the alleged infraction;
- A copy of any written evidence;
- The time, date and place of the alleged infraction, if appropriate; and
- The name(s) of any witness(es).

Academic Chain of Responsibility

Department chair:

Signature of department chair (indicates effort to resolve the issue)

Date

College dean:

Signature of college dean (indicates effort to resolve the issue)

Date

Vice president for Academic Affairs:

Signature of vice president for Academic Affairs (indicates effort to resolve the issue)

Date

President:

Signature of president

Date

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ACADEMIC COLLEGES AND DEPARTMENTS

College of Business and Public Affairs

LC 255, 388-8232
Business Administration
Political and Social Sciences

College of Science and Mathematics

SC 246, 388-8386
Biology
Physical Sciences
Mathematics and Computing
Nursing

College of Education

LC 223, 388-8225
Teacher Education
Physical Education and Exercise Studies
Psychology

College of Arts and Humanities

CC 255-256, 388-8362
Art
Music
Mass Communications and Theatre
History & Philosophy
English and Foreign Languages

ACADEMIC REQUIREMENTS AND REGULATIONS

All the students are responsible for knowing and observing the academic requirements and regulations of the university which are set forth in this section of the catalog. They are also advised to be familiar with related portions of the catalog, especially the courses of study section, and for knowing that academic policies in effect are always those stated in the current catalog.

Some academic procedures, as well as general regulations and information, appear in the student handbook which is published annually and issued each fall. The Registrar's office website also contains academic information. Students are expected to be familiar with all of this information.

CLASSROOM CODE OF CONDUCT

As stated in the university student handbook, a Lander student is expected to show respect for order and the rights of others, and to exemplify in his or her daily activities a sense of honor and integrity. Student conduct is considered an integral part of the educational process. Therefore, no student should be denied the right to learn as a direct result of disruptions in the classroom. Active learning, open inquiry and the free expression of informed opinion are the foundations of a liberal education at Lander University. However, student behavior that interferes with an instructor's ability to conduct the class is prohibited. Instructors may include other specific classroom regulations in their syllabus or present them in class on the first day of the term.

Lander faculty have the following expectations:

1. Students will be attentive and courteous during class or lab.

2. Students will complete the assigned work.
3. Students will abide by the university honor code, which is described in the Lander University Student Handbook and available in print and online.
4. Students will ultimately be responsible for their own achievement.

Basic expectations are:

1. Turn off cell phones before entering the classroom. This is in accordance to the university cell phone policy which states: Cell phones are to be turned off before entering the class (e.g., lab, clinical) and shall remain off for the duration of the class. If there is an extenuating circumstance which requires the cell phone to be on during a class, the student must obtain permission prior to the class from the instructor to leave the phone on vibrate. Cell phones are not to be visible or used at any time, especially during quizzes or exams. Each instructor reserves the right to further restrict use of cell phones in class and to determine the consequences of not following this policy.
2. Arrive for class on time, and do not expect to leave class early. Random coming and going while class is in session is unacceptable. If you must leave early, alert the instructor prior to class and never walk between the class and the instructor during lecture. Also leave in complete silence.
3. Be respectful when addressing the professor, both face-to-face and electronically.
4. Do not talk to others while the professor or another student who has the floor is talking. If you miss instructions or

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information while you are talking, do not expect the professor to repeat any material.

5. In many buildings, a policy of no eating and drinking (including gum, candy and water) in the classroom is in effect. Consult with the instructor concerning this policy.
6. Visible and audible signs of restlessness are distracting for both the instructor and other students. Please wait until the instructor dismisses the class before you begin packing your materials. If you fear that you may be late for your next class, leave as quietly as possible.
7. It will always be to your advantage to attend class, to listen, to take notes, to do the assigned work and to study. It goes without saying that your grades are a reflection of your diligence.
8. When computer usage is permitted, computers must be used only for class work. Inappropriate activities include sending and reading e-mail, surfing the Internet and playing computer games; in other words, anything not course-relevant.

MUSICAL AND THEATRICAL PERFORMANCE CODE OF CONDUCT

It is important for students to maintain a degree of decorum when attending musical and theatrical performances, as well as in the classroom. Please bear in mind that others in attendance are often public supporters of the university who may view your actions as a reflection of the student body as a whole. Students are expected to adhere to the following code of conduct during all performances and lectures.

1. Please refrain from speaking or making noise during the performance. Sounds such as whispering and paper rustling are magnified in the state-of-the-art Josephine B. Abney Cultural Center Auditorium.
2. Note that, at the request of the performers or director, latecomers may not be admitted. If late arrival is permitted, please stand quietly outside the door until you are sure that a piece has ended. With as little disruption as possible, quickly find the nearest available seat.
3. Please turn off all electronic devices (cell phones, iPods, MP3 Players, etc.) and put them away. Lights as well as sounds distract both performers on stage and audience members.

4. Please note that no food or drink is allowed in the auditorium, green room or recital hall.
5. Please refrain from placing your feet on seats.
6. Photography, recording, or videotaping of performances is not allowed. Violators may be prosecuted according to federal law.
7. If you must leave during the performance, please exit the nearest door between musical selections or at a pause in the theatrical performance. Note that if you plan to return, you must wait until a musical selection has ended or until theatre intermission.
8. University officials or Lander police officers may, if necessary, remind you of these rules. Violators who are asked to leave or are escorted from the performance will not receive FALS credit. Students who are asked to leave the auditorium due to violation of the code of conduct may forfeit attendance to future events at Lander.

REGISTRATION FOR CONTINUING STUDENTS

Currently enrolled students may register for the next term shortly after mid-semester. This procedure is designed to take care of continuing students' registration needs. **Students are strongly urged to plan their programs carefully with the help of faculty advisers.**

DECLARATION OF MAJOR/MINOR

Declaring or Changing Majors and Minors — A student declares a major by selecting the major on the application for admission form or by notifying the Office of the Registrar by completing the adviser/major assignment card. To declare a new major or minor, a student must notify the Office of the Registrar by completing the adviser/major assignment card.

Graduating Under a Catalog — In all areas except teacher certification program and nursing, the catalog in place at the time the major is declared becomes the one used to determine graduation requirements for the major and minor. A student may choose a subsequent catalog for purposes of meeting graduation requirements. Students in majors leading to teacher certification are required to use the most current catalog.

Graduating under a catalog pertains to degree requirements only, including major and minor. Students must meet all

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university requirements regarding registration, payment of fees, residency, and personal conduct as stated in the most current catalog.

If a student enrolled at Lander leaves the university for less than two years, the student may remain under the catalog previously selected. If a student enrolled at Lander leaves the university for a period of two or more years, when he or she returns, the catalog in effect at the time of readmission is used to determine graduation requirements.

A student may not graduate under a catalog that is more than eight years old.

Students must provide notification of a change in catalog year to the Office of the Registrar one semester prior to graduation. Students must then submit the request for graduation form and complete the online application on Bearcat Web by the deadline set by the Registrar's office. The graduation deadline is available on Lander's website under Academic Events and posted in the university catalog.

GRADUATION APPROVAL

Students who expect to graduate must file a completed request for graduation form with the Registrar's office and complete the online application on Bearcat Web. Refer to the current university catalog for deadline dates. Request for graduation forms are available in the Registrar's office and online.

TRANSCRIPTS

Transcript requests must be made online on Bearcat Web for an official transcript of a student's record. Only official transcripts will be provided and no partial record will be issued. A request form is available in the Registrar's office and online for students that attended Lander prior to 1985. No official transcript will be issued for a student who is indebted to Lander University.

An official transcript of a student's record is a detailed statement of the scholastic record and concerns academic performance only. It carries the following information:

1. All transfer and institution course work with semester hours attempted and grades; and
2. Academic penalties, system of grading and transcript totals institution, transfer and overall.

OFFICIAL WITHDRAWAL

From a course: Students may drop a course completely during the registration and drop/add period of each semester and withdraw from a course without academic penalty (earn a grade of W) during the subsequent seven weeks of the fall or spring semester.

Individual course drops or withdrawals do not automatically guarantee a refund of tuition.

UNIVERSITY ATTENDANCE POLICY

Students are expected to attend class as regularly scheduled and are responsible for consulting instructors' syllabi regarding attendance requirements. Instructors with specific attendance requirements can hold students accountable for absences from class. Consequences for violating attendance requirements will vary from instructor to instructor but may include failure of the course. Students who anticipate missing class must seek relief from attendance requirements at least one week prior to the date of absence. Students missing a class are expected to consult with their instructor(s) to request permission to make up missed course work.

University student representatives (approved by the president) who must attend university-sponsored events will be given relief from an instructor's attendance requirements if they notify the instructor(s) at least one week prior to the event. University student representatives must meet the attendance requirements stated in the previous paragraph for all other absences.

Students may request attendance accommodations for documented disabilities by contacting the Office of Student Disability Services prior to the beginning of classes.

*No laboratory section offered by the college of science and mathematics or clinical section offered by the department of nursing may be added after that lab/clinical section has met for the first time.

From the university: Students who find it necessary to withdraw from all classes must process an application for a complete withdrawal through the Registrar's office. Complete withdrawal after the course drop deadline will result in grades of W for all registered course work. Students may not completely withdraw following the last day of classes. A student who completely withdraws from the university during a semester must submit a new application for admission in order to be readmitted to the university unless the student requests

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and is granted a temporary leave. International students must seek advisement from the international student adviser **PRIOR** to withdrawal to discuss immigration and implications of withdrawal from school.

REFUND SCHEDULE AND POLICY

When a student leaves the university before the end of a fall or spring semester, voluntarily or through dismissal, university fees (tuition) will be refunded as follows:

1. Last day for registration and drop/add—100%
2. Before expiration of 10% of the semester—90%
3. Before expiration of 25% of the semester—50%
4. Before expiration of 50% of the semester—25%

Students receiving Federal Direct Loans, Federal Plus Loans, Federal Perkins Loans, Pell Grants or Federal SEOG Grants are governed by a federally-mandated pro-rata return of Title IV Fund regulation if they withdraw prior to completing 60% of the term.

Refunds/returns are distributed in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Perkins Loan
4. Direct Grad Plus Loan
5. Direct Part Plus Loan
6. Pell Grant
7. Federal SEOG
8. State funded scholarships and grants
9. Personally guaranteed payment

The date on which a student files written notice of withdrawal with the Office of the Registrar is the date used in determining refunds.

Conditions for refunds of room and board and breakage deposits are listed on the residence hall contract. No refunds or reductions of basic charges will be made due to a change in status

(e.g., from full-time student to part-time student) after the last day for registration and drop/add for each fall or spring semester. Refunds for the summer sessions may be accessed at http://www.lander.edu/business_office. No reductions from any charge are made for holidays or for absence from the university. A boarding student will pay full charges for meals, regardless of the number of meals taken in the dining hall. In order to receive academic credits, grade reports, transcript of record or degree, a student's indebtedness to the university must be settled, and the student must account satisfactorily for all property trusted to the student's care. It is further the policy of the university that any outstanding balance due to the university after the student ceases to be enrolled is subject to referral for collection. The student will be responsible for the fees of any collection agency, which may be based on a percentage at the maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney fees necessary for the collection of this debt.

TEMPORARY LEAVE

Students who intend to reenroll at Lander after an attendance break of one or two regular semesters may request an official temporary leave. Such a leave may be granted for either one or two regular semesters if the applicant is in good standing. A temporary leave request is filed with the Registrar's office. Approval of the request obligates the university to furnish access to certain services during the nonenrollment period and allow the student to register by but no later than the mutually-agreed-upon term. Signature approval includes the student's academic adviser, Financial Aid office, Student Accounts, Housing and Residence Life office (if applicable) and the Registrar's office.

International students must seek advisement from the international student adviser PRIOR to withdrawal to discuss immigration and implications of a temporary leave.

S.C. ILLEGAL IMMIGRATION REFORM ACT

A student must be a citizen or national of the United States or an alien lawfully present in the United States in order to enroll at Lander University.

If a student at Lander ceases to be a citizen or national of the United States or an alien lawfully present in the United States, Lander shall discontinue the student's enrollment and cease providing the student with any public higher education benefit.

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This policy applies to any person enrolled in any course offered by Lander University.

OTHER ACADEMIC POLICIES

Other academic policies, including those governing probation, suspension, expulsion and academic renewal are outlined in the Lander University catalog. The policies in force are those published in the current catalog. Academic departments may add academic regulations for their majors.

GRADE AND JUDICIAL APPEALS COMMITTEE

Membership

The Grade and Judicial Appeals Committee consists of a faculty member who will serve as chair and is selected from and by the Faculty Senate, three other faculty members selected by the Faculty Senate and a student representative. The student member and an alternate student member will be nominated by the president of the Student Government Association in consultation with the adviser to the Student Government Association. If the student representative cannot attend, the Student Government Association president will substitute for him/her.

The membership will be subject to approval by the president of the university. Prior to the end of each spring semester, the Faculty Senate will recommend the membership to the president, and members will serve for one calendar year, beginning May 16 and extending through May 15 of the following year. In addition, at this time alternates will be chosen to be in line to take a member's place in case of unavoidable absence during the academic year or during the summer. If a faculty member whose grade is being appealed is not available or is no longer on the Lander University faculty or in case of a conflict of interest, the department chair will represent the faculty member. If an appeal involves a member of the committee or a committee member's department chair, one of the alternates will be asked to serve in his/her place.

Members of the committee will observe strict professional confidentiality concerning all committee business. The committee will uphold the university policy on confidentiality of student information. All participants in the process will sign a confidentiality agreement.

Function

The committee will hear the following types of appeals:

1. Grade appeals not resolved at the level of the academic unit;
2. Judicial appeals not resolved by the Student Life Council, the Honor Council, and the vice president for Student Affairs; and
3. Appeals related to regulations for academic honors at graduation.

The committee may affirm previous decisions, or it may recommend review and consideration of revisions.

Procedures

The committee will meet as necessary as called by the chair. The following procedures govern the work of the committee.

Grade Appeals

Appeal for a grade change may not be made after one calendar year from the date the grade was given. Since students have one year to contest a grade, faculty must keep a comprehensive list of all grades given in each course taught for one year. If the faculty member retains any tests, papers, projects, quizzes and other graded material, that faculty member must keep the graded material for one year as well. No grade may be appealed after a student has graduated. The committee cannot hear cases that involve charges of academic dishonesty unless the Academic Honor Council has already ruled on a situation.

Hearings for grade appeals will not be conducted after the last day of classes of each semester unless a student has a compelling reason for being heard during the examination period. The committee will not hear an appeal when the university is on official break. An official break is defined as Christmas and spring breaks, the days between graduation and the beginning of summer school I, and the days between the end of all summer school sessions and the beginning of the fall semester.

A student wishing to consider appealing a grade must meet with the chair of the Grade and Judicial Appeals Committee for an explanation of the procedure, including requirements for completing the grade appeal form. During this meeting the chair will listen to the student's explanation and advise the student to consider carefully whether an appeal seems appropriate. If the chair wishes, he/she may contact the faculty member involved in order to seek further information before the student proceeds.

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If the student chooses to continue the process after talking to the instructor, the department chair and the dean of the college, the chair of the committee will explain that the hearing is not an effort on the part of the university to replicate in any way judicial proceedings in the spirit or sense of a formal court of law. The hearing simply provides a university forum for appropriate and fair-minded discussions and deliberations. In that spirit, neither the university nor the student may be accompanied by legal counsel. The student may, however, be accompanied by an on-campus support person. Should the student be accompanied by an on-campus support person (who may be the academic adviser), the support person is not allowed to participate directly in any discussion but may discreetly confer only with the student during the course of the hearing. The committee chair will then explain the phases of the appeal process and sign the grade appeals form; this signature indicates that the student has decided to continue with the appeals process.

First Phase of the Appeal Procedure

For faculty in residence:

1. The student will then attempt to resolve the issue by consulting with the faculty member. If the issue is not resolved at this meeting and the student wishes to proceed, the faculty member will sign the grade appeal form; this signature indicates that the student has attempted to resolve the matter at this level. The student must also sign the grade appeal form to verify discussion with the faculty member.
2. If the issue remains unresolved, the student will then consult with the appropriate department chair to attempt a resolution. If the instructor whose grade is being appealed is the department chair, the student should go on to step three of the grade and judicial appeals form. If the issue is not resolved at this meeting and the student wishes to proceed with his/her appeal, the department chair will sign the grade appeal form. This signature indicates that the student has attempted to resolve the matter at this level. The student must also sign the grade appeal form to verify discussion with the department chair.
3. If the issue remains unresolved, the student will then consult with the appropriate college dean to attempt a resolution. If the instructor whose grade is being appealed is the college dean, the student should go to the vice president for Academic Affairs as step three of the grade appeals form. If the issue is not resolved at this meeting and the student wishes to proceed with his/her

appeal, the college dean will sign the grade appeal form. This signature indicates that the student has attempted to resolve the matter at this level. The student must also sign the grade appeal form to verify discussion with the college dean. The student should proceed to the second phase.

For faculty no longer in residence:

1. The student should meet with the department chair that will sign the grade appeal form for the faculty member and may recommend a grade change to the college dean.
2. The department chair and the dean will complete steps three and four of the grade appeals form. If the department chair and the dean of the college along with the student agree to a satisfactory resolution, the dean of the college will send a letter of justification along with the completed grade appeals form to the chair of the Grade and Judicial Appeals Committee.
3. If the issue remains unresolved, the student should proceed to the second phase.

Second Phase of the Appeal Procedure

If no resolution is agreed upon at this point, the student may continue the formal grade appeal process by submitting to the chair of the Grade and Judicial Appeals Committee the following items:

1. A completed grade appeal form signed as specified above under First Phase of the Appeal Procedure;
2. A letter explaining the basis for the grade appeal; and
3. Supporting documents and a list of any other evidence to be presented.

Third Phase of the Appeal Procedure

Upon receipt of the required documents, the committee chair will promptly inform the faculty member, the appropriate department chair, the student's adviser, the college dean and the vice president for Academic Affairs. The committee chair will also make available to the faculty member a copy of the items listed above under Second Phase of the Procedure.

Fourth Phase of the Appeal Procedure

1. The committee will conduct a hearing within 14 workdays of receipt of the grade appeal form. If necessary, the

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committee may seek additional information and advice from individuals directly involved in the case.

2. The committee hearing will focus on the issue at hand. The student's argument at the hearing will be limited to statements from the student and the evidence outlined in the required documents (as listed in the second phase.) A student's grades from other courses should not be introduced unless they have a bearing on the matter at hand.
3. Within five workdays after the hearing, the committee chair will notify the student, the faculty member, the appropriate department chair, the college dean, the adviser, the registrar and the vice president for Academic Affairs of the committee's findings and recommendation(s).

Fifth Phase of the Appeal Procedure

1. Should the Grade and Judicial Appeals Committee recommend that a grade be changed, the committee will provide the instructor with a written explanation of its reason and will request that the instructor make the change. Should the instructor decline, he/she will inform the committee and provide an explanation for refusing within five workdays of receiving the request for a change.
2. Within three workdays of receiving notice of an instructor's refusal to change a grade as recommended, the Grade and Judicial Appeals Committee will review its recommendation in light of the explanation provided by the instructor. If the committee still concludes that it will be unjust to allow the original grade to stand, the chair of the committee will, in consultation with the instructor's department chair, appoint two faculty members from the instructor's discipline or a closely related discipline to a review committee.
 - a. The instructor's department chair shall not serve on the review committee.
 - b. The chair of the Grade and Judicial Appeals Committee shall serve as the third member and as chair of the review committee.
 - c. The review committee shall meet within seven workdays of receiving the case. It will consider only whether particular intellectual and pedagogical characteristics of the discipline would require that the original grade be maintained as just. It will base its deliberations only on the written record of the case.

3. The review committee may either uphold or dissent from the decision of the Grade and Judicial Appeals Committee.

- a. Should the review committee, by majority vote, uphold the decision of the Grade and Judicial Appeals Committee, the chair of the Grade and Judicial Appeals Committee will recommend in writing to the instructor's immediate administrative superior that the grade be changed, with copies of the recommendation sent to the vice president for Academic Affairs, the student and the instructor. That administrative superior may then change the grade, notifying the vice president for Academic Affairs, the chair of the committee, the instructor and the student of whatever action he/she takes on the recommendations.
- b. Should the review committee, by majority vote, dissent from the decision of the Grade and Judicial Appeals Committee in support of the instructor, it will provide a detailed rationale to the Grade and Judicial Appeals Committee, which may then rescind or reaffirm its decision.
 - ii. Should the committee rescind in support of the instructor, the department chair, the college dean, the vice president for Academic Affairs, the instructor and the student will be informed in writing of the recommendation that the original grade stands.
 - iii. If the committee reaffirms its original decision to recommend changing the grade, the chair will notify the administrative superior to proceed with the grade change. The department chair, the college dean, the registrar, the vice president for Academic Affairs, the instructor and the student will be informed of the recommendation that the grade be changed.

4. The Grade and Judicial Appeals Committee will then hear no further appeals from either side.

Appeals from Student Conduct Board/Administrator or Honors Council

Decisions of the student conduct board/administrator or honors council may be appealed to the Grade and Judicial Appeals Committee. An appeal must be made in writing to the office of the vice president for Student Affairs, within

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three university business days of receipt of the original written decision. The appeal must be made in writing stating the reason. The decision and judgment of the Faculty Senate will be binding. No further appeal will be available. This committee acts on all such appeals on behalf of the Faculty Senate.

A student may appeal according to the following procedure:

1. The student will submit to the vice president for Student Affairs a letter explaining the reason(s) for appealing the decision.
2. The vice president for Student Affairs will notify the chair of the Grade and Judicial Appeals Committee that the student is appealing the decision and will provide the following items for the committee:
 - a. The student's letter of explanation;
 - b. The case file; and
 - c. The recording of the hearing made by the honor council.
3. Upon receipt of these items, the committee chair will promptly call a meeting of the committee to review the appeal. The committee may seek additional information and advice.
4. The committee will proceed according to the following sequence:
 - a. The chair assures that appropriate committee members are present.
 - b. In executive session, the chair reviews the role of the committee and the basic process to be followed. The committee members then review the items submitted by the student. (see #1-2)
 - c. The chair presides over the committee during its deliberations. The final decision of the committee is based on a motion, second and a simple majority vote.
5. Within five workdays after the meeting, the committee chair will notify the student, the vice president for Student Affairs, the vice president for Academic Affairs, the appropriate judicial body and all other involved parties of the committee's recommendation(s).

Appeals Related to Academic Honors and Other Graduation Awards

To be eligible for academic honors at graduation, a student must complete the Lander degree requirements and must meet the required overall grade point average for all course work. The required average for the respective honor is as follows:

- Summa cum laude — a cumulative GPA of 3.9–4.0 with no more than one failing grade or one repeat course.
- Magna cum laude — a cumulative GPA of 3.75–3.89 with no more than one failing grade or one repeat course.
- Cum laude — a cumulative GPA of 3.5–3.74 with no more than one failing grade or one repeat course.

Students that have credits transferred from another institution must meet the GPA requirements on all Lander course work as well as on the combination of all Lander work and all course work taken at other institutions. Courses lost due to utilization of academic forgiveness must be included in the GPA calculation, and course work taken at other institutions cannot raise a graduate to a higher level of academic honors. A student may petition this policy or other honors policies according to the following procedure:

1. Main campus students must submit the following items to the chair of the Grade and Judicial Appeals Committee:
 - b. A letter explaining his/her reason(s) for requesting consideration of an exception to the policy stated in the catalog; and
 - b. A complete, official transcript.
2. The student must submit this material to the chair of the committee at least one month before the last day of classes of the semester during which he/she intends to graduate.
3. Upon receipt of the required documents, the chair will call a committee meeting to consider the student's request and evidence.
4. The chair of the committee will notify the student.

ENGLISH FLUENCY IN HIGHER EDUCATION ACT

South Carolina's English Fluency in Higher Education Act requires that each public institution provide assurance that

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there exists an adequate procedure for students to report grievances concerning the inability of instructors to be understood in spoken or written English.

Through the offices of deans, department chairs and the vice president for Academic Affairs, and through the university grade appeal process, students are provided both formal and informal procedures for any student to report grievances related to an instructor's ability to be understood in spoken or written English. Further, the vice presidents for Academic and Student Affairs are required to monitor and report to the South Carolina Commission on Higher Education all grievances filed by students because of alleged instructor inadequacies in spoken or written English.

A copy of the act is maintained in the Office of Academic Affairs and is available for review during regular office hours.

LARRY A. JACKSON LIBRARY

Library Information

In order to meet the research needs of a variety of majors, Library Services offer students a robust collection of both print and online sources. Research consultation services are available in person at the circulation desk or by special appointment through the Reserve-a-Librarian service. Self-help research pathfinders for each area of study are offered online through the Web Guides link on the library home page.

Group and individual study rooms are available for reservation through the library Book-a-Room service. The larger rooms are equipped with white boards and white board markers are available for check-out at the circulation desk.

Photocopying of paper and microform items are done on a self-serve basis. Faxing is also available.

Holiday and summer hours are posted on signs in the library and are listed on the library's Web page.

A current Lander ID is required to borrow books and other items. Materials may be borrowed for up to one semester at a time and can be renewed up to three times as long as there are no holds on the item. E-books are available for a 14 day download. Books can also be borrowed from other South Carolina universities via the PASCAL delivery service.

The library imposes a \$100 minimum lost material fee assessed for all items not returned. The fee includes cost of material

and physical processing. If the replacement cost is more than the minimum, the borrower may have to pay a higher fee. A registration hold will be placed on all outstanding library accounts. This will prevent the registration of and withdrawal from any classes, as well as prevent any transcripts or diplomas from being issued until all fees are paid in full.

More information about library services and policies is available online at <http://www.lander.edu/Library/Overview.aspx>

COMPUTER COMMONS

The Computer Commons (a mixed-use computer lab, printing/scanning station, and collaboration space) is located on the lower level of Jackson Library. Hours of operation mirror Jackson Library hours. Information about the Computer Commons can be found online here: <http://www.lander.edu/ITS/Student-Resources/Computer-Labs.aspx>. Questions about the Computer Commons and available resources may be directed to the ITS Help Desk at (864) 388-8234.

ELECTRONIC DEVICE USAGE

Cell phones and other unapproved electronic devices (e.g., iPods, MP3 Players) are to be turned off before entering a class (lab, clinical, etc.), and shall remain off for the duration of the class. If there is an extenuating circumstance which requires a cell phone to be on during a class, the student must obtain permission prior to the class from the instructor to leave the phone on vibrate. Cell phones are not to be visible or used at any time, especially during quizzes or exams. Each instructor reserves the right to further restrict use of cell phones in class and to determine the consequences of not following this policy.

THE ACADEMIC SUCCESS CENTER

The Academic Success Center (Genesis Hall, 864-388-8308) provides free tutorial services in most freshman and sophomore level courses and many upper-level courses. The ASC tutoring services are available weekdays as well as evenings and are provided by peer tutors, each of whom have faculty recommendations. Appointments may be made online at: <http://www.lander.edu/academics/academic-success-center/Tutoring-Services.aspx>
E-mail: cpolatty@lander.edu (Tutor coordinator)

The Academic Advising Office (Genesis Hall, 864-388-8308) provides campus-wide adviser training for new faculty, holds

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advisement seminars for all faculty, serves as adviser to Bridge Program students, and advises students who fall into high-risk categories. As part of the Academic Success Center, the advising coordinator is available Monday through Friday. E-mail: gbethea@lander.edu (AA coordinator)

The Writing Center (LC 347, 388-8250) is part of the Department of English and Foreign Languages. Students may refer themselves to this service or may be referred by a counselor, adviser or professor. Help is available for students wanting or needing to improve writing skills, to correct basic writing problems or to improve writing at any level, to organize reports or research papers, or to write essay test answers. Services are available by appointment and on a drop-in basis.

E-mail: jbello@lander.edu

The PRAXIS Core preparation is available in the Academic Success Center in Genesis Hall and provides testing and remediation for the PRAXIS Core tests in reading, writing and math. Students may practice on their own or work with the tutor during designated hours when he/she is available. The PRAXIS tutor will also help students fill out the PRAXIS registration form online.

Student Academic Success Program (SASP) helps students who are on academic probation improve their GPA through repeated course work, tutoring and study skills enhancement. All students on academic probation will receive written communication about this program and should report to the Academic Success Center (Genesis Hall) before the deadline to add classes for each term of their probation.

E-mail: gcoleman@lander.edu.

Early Alert Program

The purpose of the Early Alert Program is to encourage students (primarily freshmen) to be proactive in resolving any academic difficulty. After each test in a predominantly freshman-level class, the professor will notify students who made grades of D or F that they must attend a specified amount of tutoring or skill building prior to the next test. Each professor is allowed to choose what task(s) students must do to help improve their chances of success in that class. The Academic Success Center will work closely with the professors to enhance student learning.

TRiO PROGRAM

The Student Support Services PASSport program is a federal

TRiO grant program designed to help students stay in college, achieve success in their chosen majors and graduate. It also helps facilitate the transition from one level of higher education to the next. Aimed at low-income and first-generation college students and students with disabilities, the program is funded at Lander University by a renewable five-year grant from the U.S. Department of Education. Student Support Services is one of eight federal TRiO programs, which began in 1964 with the Economic Opportunity Act. Access online at www.lander.edu/goto/ssss

E-mail: lglover@lander.edu

EYE PROGRAM

The Experience Your Education (EYE) Program is an experiential learning program at Lander University designed to provide students with the opportunity to use academic knowledge to address real world challenges in an authentic context. The program includes internships, co-ops, service learning, study abroad experiences and course-embedded projects. Earning EYE Program credit is a great way for graduates to show a potential employer that they have real world skills and experience that may make them more competitive in the job market.

Please note: EYE credit is not a graduation requirement and does not affect a student's degree requirements for graduation. Students earning 120 EYE credits will receive the Golden EYE Award at graduation.

There are two ways to participate in the program:

1. The approved EYE Program activities listed under Approved Activities on the EYE Program website, www.lander.edu/eye may provide opportunities to earn EYE credit. Students interested in earning EYE credit should contact the faculty mentor for information about the EYE activity associated with the course. The faculty mentor will work with the student throughout the activity to see that the expectations of the EYE Program are met and the credit is earned. Students should check the EYE Program website periodically for additional activities that will be added as they are approved. *Note: enrollment in these courses does not guarantee EYE credit. The student must work with the faculty mentor to earn the credit. Also, some of the activities listed are upper-level courses and may have prerequisites.*
2. Look at the courses you plan to take or other activities you plan to be involved in and discuss possibilities for

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EYE Program credit with your instructors or the director of the EYE Program. Other activities might include internships, co-ops, service learning and study abroad. The process of approving and adding activities to the approved activities list will continue as new activities are identified or created. Students having questions about this program should contact the director of the EYE Program. E-mail: eye@lander.edu.

COOPERATIVE EDUCATION

The Cooperative Education program, known as Co-Op, allows students to earn elective course credit while working in a job related to their major. Plans for Co-Op should be made well in advance with the company and director of Cooperative Education at Lander. An application process is required, as well as course tuition.

E-mail: jcolbert@lander.edu

INCLEMENT WEATHER POLICY

In the event inclement weather causes classes to be cancelled at Lander, the university will notify television and radio stations of these cancellations. The message will be placed on our website and on the automated telephone system at 864-388-8000. If the university does not cancel classes during bad weather, students should decide responsibly whether or not to attend classes.

STUDENT SERVICES



H. Randall Bouknight
Vice President for Student Affairs
and Dean of Students

On behalf of the staff in the Division of Student Affairs, I welcome you to the beginning of the 2015-2016 academic year. We are truly honored that you have chosen Lander University in pursuit of your education.

As you embark upon this year filled with excitement, opportunities and challenges, know that there are many committed and dedicated people at Lander University to help and support you along the way. I encourage you to review the policies and regulations as listed in this handbook. Through adherence to these policies and guidelines, we can all work toward maintaining a wholesome educational environment on the Lander campus. You will also find a comprehensive array of programs and services to make your experience with us a rewarding one. Lander University will provide a variety of opportunities for you throughout the year. These offerings will be in the form of various cocurricular programs and we encourage you to take advantage of the many cultural, educational, entertaining, intramural and athletic programs that will be offered on campus during the year. You will find that Lander offers you many exciting and rewarding opportunities both inside and outside the classroom.

I hope that you have a very successful academic year and know that the Lander administration, faculty and staff are here to assist you and make your time here a pleasant one. If you have any questions or concerns please feel free to contact my office or another member of the Student Affairs staff. We look forward to working with you and welcome you to the Lander family.

Sincerely,

Randy Bouknight
Vice President for Student Affairs and Dean of Students

STUDENT SERVICES

OFFICE OF VICE PRESIDENT FOR STUDENT AFFAIRS

H. Randall Bouknight, vice president for Student Affairs
 E-mail: rbouknight@lander.edu
 Office: Grier Center 345 Phone: 388-8293

Pam Bartley, administrative assistant to vice president for Student Affairs
 E-mail: pbartley@lander.edu
 Office: Grier Center 347 Phone: 388-8240

Tracy Clifton, director of Student Conduct Administration
 E-mail: tclifton@lander.edu
 Office: Grier Center 346 Phone: 388-8055

Debra Joe Franks, director of Behavioral Intervention Team/
 Substance Abuse & Employee Assistance Program
 E-mail: jfranks@lander.edu
 Office: Grier Center 343 Phone: 388-8749

Erin Garland, administrative specialist/Student Affairs
 E-mail: egarland@lander.edu
 Office: Grier Center 342 Phone: 388-8243

Deb Nygro, webmaster/marketing coordinator
 E-mail: dnygro@lander.edu
 Office: Grier Center 214 Phone: 388-8712

Debbie Spearman, program coordinator/Student Affairs
 E-mail: dspearman@lander.edu
 Office: Grier Center 214 Phone: 388-8730

CAMPUS RECREATION

Matthew Gilstrap, director of Campus Recreation & Intramurals
 E-mail: mgilstrap@lander.edu
 Office: PEES 242 Phone: 388-8313

Scott Lotze, assistant director of Campus Recreation & Intramurals
 E-mail: slotze@lander.edu
 Office: PEES 241 Phone: 388-8724

Ragen Waldrop, coordinator of the Fitness Center
 E-mail: rwaldrop@lander.edu
 Office: PEES 260 Phone: 388-8756

CAREER SERVICES

Amanda S. Morgan, director of Career Services
 E-mail: asmorgan@lander.edu
 Office: Grier Center 344 Phone: 388-8971

CHEERLEADERS/DANCE TEAMS/MASCOTS

Kim Schoolfield, spirit program coordinator and coach
 E-mail: kschoolfield@lander.edu
 Office: Grier Center 336 Phone: 388-8770

HOUSING AND RESIDENCE LIFE

Cindy Dysart, director of Housing and Residence Life
 E-mail: cdysart@lander.edu
 Office: Grier Center 318 Phone: 388-8061

Chandler Darling, associate director of Housing and Residence Life
 E-mail: cdarling@lander.edu
 Office: Grier Center 320 Phone: 388-8241

Catherine Covar, administrative operations assistant/Housing and Residence Life
 E-mail: ccovar@lander.edu
 Office: Grier Center 315 Phone: 388-8174

Alex Drake, Residence Life coordinator
 E-mail: adrake@lander.edu
 Office: Grier Center 322 Phone: 388-8906

Stacey Gantt, receptionist/Housing and Residence Life
 E-mail: sgantt@lander.edu
 Office: Grier Center 316 Phone: 388-8266

Zach Helms, Residence Life coordinator
 E-mail: ehelms@lander.edu
 Office: Grier Center 323 Phone: 388-8709

Tammy Monts, administrative operations assistant/Housing and
 Residence Life
 E-mail: tmonts@lander.edu
 Office: Grier Center 321 Phone: 388-8485

Floyd Nicholson, student life adviser
 E-mail: fnicholson@lander.edu
 Office: Grier Center 366 Phone: 388-8377

Jalysa O'Conner, Residence Life coordinator
 E-mail: jconner@lander.edu
 Office: Grier Center 325 Phone: 388-8905

STUDENT ACTIVITIES

Shelby Dominick Reed, director of Student Activities
 E-mail: sdominick@lander.edu
 Office: Grier Center 214 Phone: 388-8802

Lindsay Phipps, assistant director of Student Activities
 E-mail: lphipps@lander.edu
 Office: Grier Center 214 Phone: 388-8162

STUDENT WELLNESS CENTER

Kim Shannon, RN, director of Student Wellness Center, disabilities
 coordinator
 E-mail: kshannon@lander.edu
 Office: Genesis Hall Phone: 388-8885

Jessica Brady, licensed professional counselor
 E-mail: jbrady@lander.edu
 Office: Genesis Hall Phone: 388-8885

Justin Brewer, licensed professional counselor
 E-mail: jbrewer@lander.edu
 Office: Genesis Hall Phone: 388-8885

Rachel Griggs, RN, staff nurse
 E-mail: rgriggs@lander.edu
 Office: Genesis Hall Phone: 388-8885

Kim Williams, RN, staff nurse
 E-mail: kwilliams@lander.edu
 Office: Genesis Hall Phone: 388-8885

Beth Aliffi, administrative specialist
 E-mail: baliffi@lander.edu
 Office: Genesis Hall Phone: 388-8885

UNIVERSITY POLICE

Eddie Briggs, chief of University Police
 E-mail: ebriggs@lander.edu
 Office: Genesis Hall 36 Phone: 388-8885

STUDENT SERVICES

BEARCAT SHOP

Scott Pilgrim, manager
E-mail: spilgrim@lander.edu
Office: Grier Center 241
Phone: 388-8384
Hours: Mon.–Fri., 8 a.m.–4:30 p.m.

The Bearcat Shop is located in the heart of the campus, in the Grier Student Center. The shop offers a large selection of merchandise carefully chosen to meet your collegiate needs. In addition you will find all the books required for your Lander courses. We have a strong buy-back program allowing us to have used and rental books available to students at a reduced cost. Buy-back takes place during exam week and a picture ID is required. Refund policies are posted inside the shop. It is the student's responsibility to be familiar with these policies. The friendly and knowledgeable staff welcomes you and is ready to serve you. You may also shop our Web page at www.bearcatshop.com

CAREER SERVICES

Amanda S. Morgan, director of Career Services
E-mail: asmorgan@lander.edu
Office: Grier Center 344
Phone: 388-8971

Career Services provides assistance, information and resources on career-related topics including: resumes, interviewing, job search strategies, internships, professional etiquette and graduate school. To view available employment opportunities, as well as the complete list of services provided, please visit www.lander.edu/careerservices.

COMMUTING STUDENT SERVICES

The Student Affairs staff is available to assist commuters with any problems they incur on campus and encourages commuters to express their concerns.

DINING SERVICES

Nancy Goplerud, director of Dining Services
E-mail: dining@lander.edu
Office: Grier Center 143
Phone: 388-8723

Ben Cude, chef manager of Dining Services
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Office: Grier Center 154
Phone: 388-8198

Old Main Catering
Office: Grier Center 339
Phone: 388-8372

Grier Dining Hall Hours

Monday–Friday

Hot breakfast	7:15–11 a.m.
Lunch	11 a.m.–4:45 p.m.
Dinner (M–R)	4:45–9 p.m.
Dinner (Friday)	4:45–7:30 p.m.

Saturday–Sunday

Brunch	10:30 a.m.–2 p.m.
Lite lunch	2–4:45 p.m.
Dinner	4:45–7:30 p.m.

Students residing in university residence halls have the option of an All Access, 150 or 200 Block meal plan. First year freshmen residing in university residence halls are required to purchase the All Access Dining Plan which provides students access to the Dining Hall as many times as they like during normal operating hours. Each plan comes with Bearcat Bucks to be used in all dining venues throughout the campus. Please access www.lander.campusdish.com for a complete description of the meal plans and the Bearcat Bucks that accompany them. Bearcat Village students must have a meal plan, and may choose from any meal plan including commuter ones.

Your student ID card identifies you as a holder of a meal contract, and must be validated by the Business office. Your student ID card must be presented to the cashier at each meal — a procedure necessary to prevent unauthorized persons from using services for which you have paid. **Student ID cards are nontransferable; they are not to be given to another student for any purpose. The student ID card and meal plan may only be used by the owner. Resident students must present their ID card prior to entering the dining hall, and any student transferring his/her ID card to another person is subject to disciplinary actions, which could include suspension from Lander University.** Nonpaying students who illegally enter the dining room through the exits may be subject to disciplinary charges and

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possible civil charges as well. The dining hall is an all you can eat here facility and food should not be carried out.

Attached to all meal plans are Bearcat Bucks. Bearcat Bucks may be used in the dining hall, Burger Studio, Which Wich, the POD Express or Starbucks. Anyone may purchase additional Bearcat Bucks online at the Dining Services website. Questions regarding your Bearcat Bucks may be directed to the Office of Dining Services located in the Grier Student Center, Room 145, Monday through Thursday, from 8 a.m.–4 p.m., by calling 864-388-8221 or by e-mail at dining@lander.edu. Bearcat Bucks are put on your Lander ID and used like a debit account.

Commuting students, faculty and staff can dine in the dining hall by paying for their meal with cash, check, credit card or Bearcat Bucks. Commuting students also have the option of purchasing a residential meal plan or one of several commuter meal plans, available through Student Accounts in LC 111 (864-388-8303.) Commuter meal plans are purchased per semester. They expire at the end of the semester in which they were bought. Parents, relatives, friends of students and other campus visitors may eat in the dining hall, Burger Studio, Which Wich, the POD Express or Starbucks anytime.

Burger Studio and Which Wich are located on the second floor of the Grier Student Center adjacent to the Johnston Commons. The hours are Monday–Thursday, 8 a.m.–10 p.m.; Friday, 8 a.m.–4 p.m., Saturday, 11 a.m.–4 p.m., and Sunday, 11 a.m.–9 p.m. Cash, check, credit cards and Bearcat Bucks are accepted.

Starbucks is located in the Jackson Library, adjacent to Assembly Plaza. The hours are Monday–Thursday, 8:30 a.m.–8 p.m.; Friday, 8:30 a.m.–4:30 p.m., Saturday and Sunday — closed. Cash, checks, credit cards and Bearcat Bucks are accepted.

The POD Express is located in the Atrium of the Learning Center, on the bottom floor. The hours for the POD are Monday–Thursday, 7:30 a.m.–7:30 p.m., and Friday, 7:30 a.m.–2 p.m. You may use your Bearcat Bucks, credit cards or cash at this location.

All catering done on campus must be purchased thru Old Main Catering, a division of Lander University Dining Services. Please visit our website to set up your account and place orders at <http://www.oldmain.catertrax.com/>, or call us at 864-388-8372. From simple cookie and punch orders, to bag lunches, to dinners and banquets — we can do it all for you.

A student who is on a prescribed diet from a physician should contact the Dining Services director at Lander to accommodate their needs. Students who wish to make arrangements for special parties, birthday cakes and any other catering may do so by contacting the Old Main Catering director at 388-8372 or e-mail catering@lander.edu.

If you have a class conflict, you may obtain a bag lunch as a substitute for a meal. A 24-hour notice must be given, in person, to the dining hall manager.

A sick tray will be supplied for residents who are ill and cannot come to the dining hall. This is coordinated through Health Services.

EXPO/ORIENTATION

New student orientation, EXPO, held for all new incoming freshmen students, allows students to connect with the university and fellow students, learn about cocurricular opportunities and prepare for a successful transition to Lander.

FINANCIAL AID

Fred Hardin, director of Financial Aid
E-mail: finaid@lander.edu
Office: Learning Center 122
Phone: 388-8340

Financial assistance is necessary for many students to be able to pursue a higher education. While the process may seem overwhelming at times, please read the information carefully and remain in constant contact with the Financial Aid office if you have any questions about your status.

Limited information regarding financial aid is provided in the university catalog; for details and the most current information concerning financial aid at Lander University, please visit <http://www.lander.edu/Academics/Financial-Aid/Overview.aspx>

For information regarding the S.C. state scholarship programs (Palmetto Fellows, LIFE, HOPE, National Guard College Assistance Program), please visit the S.C. Commission on Higher Education website at <http://www.che.sc.gov>

Application Process

Lander University uses the Free Application for Federal Student Aid (FAFSA) to award all federal and state sponsored

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financial aid programs, which include grants, work-study, student loans and parental loans. No additional institutional application is necessary; however, the Financial Aid office may require supplementary information during the awarding process. Students are encouraged to respond to all requests for information in a timely manner. The FAFSA must be completed for each academic year that aid is requested. The Financial Aid office awards aid upon receipt of the results of the FAFSA throughout the academic year. However, students whose FAFSA results are received by the **priority deadline of March 1** preceding the fall term will be considered for all aid programs. Funding is limited for students whose applications are received after the priority deadline so students are strongly encouraged to file the FAFSA electronically and follow up immediately with required documents in order to complete their file by the **March 1** priority deadline.

Types of Aid

Scholarships and grants are gift aid and do not require repayment. Work programs allow the student to work part time and receive payment for hours worked. Loans must be repaid, but students are not required to do so until six months after they drop below half time or cease to be enrolled. While payments are not required until after graduation for unsubsidized student loans, interest accrues while the student is in school unless it is paid. In order to qualify for federal funds, a student must meet the eligibility criteria listed on the Free Application for Federal Student Aid (FAFSA). In addition, students must be enrolled at least halftime for most programs. The FAFSA can be completed online at <http://www.fafsa.gov>. A brief description of the federal programs can be found on the FAFSA website. A more detailed description of the financial aid process and programs is available online at <http://studentaid.ed.gov>.

The most common programs at Lander University are:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (SEOG)
3. Federal Work-Study
4. Federal Direct Student Loans (Subsidized and Unsubsidized)
5. Federal Parent Loan to Undergraduate Students (PLUS)
6. S.C. Palmetto Fellows Scholarship
7. Excellence (LIFE)

8. S.C. HOPE Scholarship
9. S.C. Need-Based Grant
10. S.C. Teaching Fellowes Program
11. S.C. Teachers Loan Program
12. S.C. Air and Army National Guard College Assistance Program (CAP)
13. Lander Foundation and other university scholarships

Satisfactory Academic Progress

In addition to maintaining all general federal aid requirements, students receiving all federal funds and most state funds must maintain satisfactory academic progress in order to receive these funds. Certain programs have more stringent requirements than those listed. In order to maintain satisfactory progress and continue to receive assistance, a student must meet the criteria in three distinct areas listed below.

1. Quantitative Evaluation (Completion Ratio)

The quantitative evaluation requires that all students pass a percentage of ALL attempted hours. *The percentage is calculated by dividing the overall passed hours by the overall attempted hours. (Passed ÷ Attempted = Ratio) Passed hours include transfer hours for which a student may, or may not, receive earned hours toward graduation at Lander. This standard is designed so students may reasonably complete their degree within the required maximum time frame. The minimum standards are outlined below:

Overall Hours	Minimum Completion Ratio Required
0–29	50%
30–59	58%
60–	67%
Graduate	67%

***Attempted hours include pass/fail courses, withdrawals, repeated courses and failed courses. Summer hours are included. All transfer hours attempted from all institutions (including withdrawals or failing grades) and hours for which a student did not receive financial**

STUDENT SERVICES

aid are counted. Courses which are dropped during the regular drop/add periods and are not reflected on the academic transcript are not counted.

2. Qualitative Evaluation (GPA)

The qualitative evaluation requires that students maintain a minimum level of academic achievement. The current levels of academic achievement are provided below:

Cumulative Hours Passed	Minimum Cumulative Grade Point Average Required
0–29	1.7
30–59	1.9
60–	2.0
Graduate	2.0

3. Time Frame Evaluation

The time frame evaluation limits the length of time that undergraduate students can receive federal and state funding to complete degree requirements. An undergraduate student cannot be eligible for federal or state aid after *attempting* more than 187 hours. A student who cannot mathematically finish their program within the maximum time frame is not eligible for aid. For example, a transfer student has attempted 150 credit hours but still needs 60 hours to complete their degree requirements at Lander; they are not eligible because they only have 37 credit hours remaining before reaching the 187 maximum.

This standard applies to all undergraduate degree candidates, including second-degree students, and includes transfer hours from ALL prior institutions. See #1 on the previous page for a definition of hours counted as attempted hours. Undergraduate students who are enrolled in a program of study requiring more than 125 hours for completion of the degree may appeal for an extension of the time frame.

Graduate students must complete all degree and graduation requirements within 54 credit hours.

Satisfactory Academic Progress Evaluation Procedure

Evaluation is conducted after spring grades are official each academic year. Satisfactory academic progress evaluations

must take into consideration ALL periods of enrollment, including periods in which the student did not receive financial aid. Students who do not meet the criteria at the end of an academic year will no longer be eligible for aid – **THERE IS NO WARNING PERIOD. Students who fail to meet the satisfactory academic progress standards are not eligible for federal or state aid** until such time as they meet the standards. Students who fail to meet the satisfactory academic progress standards will be notified by the Financial Aid office. Information on the appeals process will be included with the notification.

Evaluation for the Time Frame criteria will be conducted throughout the year. Students will be notified if they are not eligible to receive funds in future terms or warned if they are approaching the time frame limits. Transfer grades and credits are evaluated at the time of receipt for students transferring into Lander University. ALL transcripts from ALL prior institutions must be received and articulated before any financial aid or satisfactory academic progress appeals can be processed. Transfer students must meet the above satisfactory academic progress standards to be considered eligible for aid.

Appeals to Satisfactory Academic Progress Decisions

All students who are denied aid due to failure to maintain satisfactory academic progress may appeal in writing to the Financial Aid office. Completed appeal forms must be received by the date specified in the notification to the student. If the Financial Aid office determines that mitigating circumstances prevented a student from maintaining satisfactory academic progress and those circumstances have been resolved, the student may be allowed to continue eligibility for one probationary term at a time or until the student is making satisfactory progress.

Students who are enrolled in a program that requires more than 125 hours to complete the degree may appeal to receive an extended time frame. The extended time frame may vary depending upon the program, but will not exceed 150% of the program length as published in the catalog or documented by the department chair.

All appeals must include an academic plan (signed by an adviser) detailing an anticipated graduation time frame and in some cases may restrict students to specific courses or enrollment loads.

Repeat Coursework

Students are allowed to repeat a course in which they receive

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a grade of D or better, once. Courses that have been passed twice with a D or better will not be included in the enrollment status for future terms and MAY cause a student's aid to be reduced to the appropriate enrollment level (3/4 time or 1/2 time). If this reduction causes a student to be less than 1/2 time, he or she will not be eligible for aid that term. If a student is enrolled full time without the repeated class, no adjustments will be required (12 credit hours is required for full-time status).

Adjustments to Aid

Lander University reserves the right to adjust any aid awarded based on verification of eligibility or enrollment status. Further, at any time that new, corrected, or additional information becomes available, Lander University reserves the right to review any aid for accuracy and eligibility and to make adjustments as necessary. If transcripts received after the beginning of the term cause students to not adhere to the satisfactory academic progress policy, the student will be liable for any aid already received for that term.

Installment Payment Plan

The university offers a semester installment payment plan that divides the charges for tuition, fees, room and board into three equal installments each semester. The installment plan is not available for summer terms. Information on this plan is available from the Business office website at <http://www.lander.edu/Business-Administration/Business-Office/Installment-Plan.aspx>

Mail and E-mail

The Financial Aid office uses the official Lander e-mail address for communications with students about awards, requirements and most other aid-related issues. On occasion, letters may be sent to the address of record. Students are responsible for checking their Lander e-mail regularly (at least once per week) and maintaining their e-mail accounts and mailing addresses consistent with university policy. Failure to receive an e-mail or a mailing sent by the Financial Aid office is the responsibility of the student.

Return of Title IV Funds

Federal regulations require each educational institution to have a written policy for the refund and repayment of federal aid received by students who withdraw during a term for which payment has been received. This policy is effective only if the student completely terminates enrollment (i.e.

cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing more than 60 percent of the enrollment period. All returned funds will be distributed back to the aid programs in the order prescribed by law. The amount of refunded fees for students who withdraw will be calculated based on the percentage of the aid earned before separation as outlined in federal law. Students who may be eligible for post-withdrawal disbursements will be notified in writing. Students may contact the Business office for details or visit <http://www.lander.edu/Business-Administration/Business-Office/Overview.aspx>

Student Work Programs

Many part-time student jobs are available each year from the Federal Work-Study Program and Lander's student assistant work program. Students interested in seeking employment on campus should check employment postings and procedures on the Financial Aid website at <http://www.lander.edu/academics/Financial-Aid/Work-Study-Programs.aspx>

Summer School Aid

Aid for summer school is based on unused eligibility from the academic year immediately preceding summer enrollment. Students who wish to be considered for summer aid must have a current FAFSA on file and must complete a separate, one-page application in the Financial Aid office. Summer Aid applications are available by March 1 each year and are processed in the order in which they are received. Students should plan in advance to reserve aid eligibility if they know they must attend summer school. Most summer aid eligibility requires enrollment in at least six hours over the course of the summer. Students are not eligible to receive aid for enrollment at another institution (limited exceptions for study abroad apply). Contact the Financial Aid office for more information regarding aid for summer school.

Scholarships

All institutional awards are contingent upon funding.

Scholarship Eligibility Policy

Incoming Freshmen

Lander academic scholarships are awarded to high school seniors who have been accepted for admission and demonstrate academic merit. Students are encouraged to

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complete their application for admission by mid-December as awards are made on a first-come, first-served basis and funding is limited. No separate application is required, but generally students who are admitted and have at least a 3.5 high school GPA (SC Uniform Grading Scale) and at least a 24 ACT or an 1100 SAT score (not including the writing portion) will be offered a scholarship.

Transfer Students

A limited number of scholarships may also be awarded to transfer students entering in the fall who have a cumulative GPA of 3.5 or better with a minimum of 30, but not more than 90, semester hours earned and have a satisfactory completion rate. Students must be admitted and have final transcripts submitted from ALL previous institutions by July 15. These scholarships are contingent upon funding each year.

All scholarship awards require full-time enrollment at Lander University unless otherwise specifically stated in the terms of the awards contract. Students may not receive scholarships for semesters in which they are enrolled less than full time, nor will semesters of ineligibility be extended to the end of the academic career. Scholarships apply to the academic year only, exclusive of summer school, except where otherwise stated. Students may never receive financial aid (including, but not limited to: grants, scholarships, loans and Federal Work-Study) that exceeds the total cost of attendance for the academic year. Students must remain in good standing with the Lander Honor Code, as outlined in the student handbook.

Scholarship Renewal Policy

There are certain standards for renewal of Lander scholarships. Recipients generally must complete 24 semester hours each academic year, excluding summer school, unless otherwise specifically stated in the terms of the awards contract. Recipients of all scholarships must maintain a cumulative GPA of 3.0, unless otherwise specifically stated in the terms of the awards contract. If a scholarship is renewable and the student maintains the required academic standards, the scholarship will be renewed automatically. Renewals are made in the summer of each year for the upcoming year. Students who fail to meet the renewal requirements will be granted the opportunity to appeal in writing. Scholarships are awarded for up to, but never exceeding, four years from the initial term of college enrollment. Academic departments may disclose separate renewal criteria for departmental scholarships in the written scholarship contract.

CAMPUS RECREATION AND INTRAMURALS

Matthew Gilstrap, director of Campus Recreation and Intramurals

E-mail: mgilstrap@lander.edu

Office: PEES 242

Phone: 388-8313

Scott Lotze, assistant director of Campus Recreation and Intramurals

E-mail: slotze@lander.edu

Office: PEES 241

Phone: 388-8724

Ragen Waldrop, coordinator of the Fitness Center

E-mail: rwaldrop@lander.edu

Office: PEES 260

Phone: 388-8756

The aim of the Campus Recreation program is to provide members of the Lander University community with an opportunity to participate in their favorite type of competition and/or recreation opportunity. The Campus Recreation department is divided into seven areas — Lander Outdoor Adventures (LOA), group exercise classes, sports clubs, general free play in the Chandler Center, disc golf course, outdoor pool and intramural sports. Patrons must have a Lander student, faculty or staff ID, or a valid facilities membership card in order to use the Chandler Center for recreation purposes.

The Lander Outdoor Adventure program offers two or three trips a semester in which students may participate. Trips range from snow skiing and whitewater rafting to paintball and horseback riding. Contact Campus Recreation concerning these programs and any activities suggested.

The disc golf course is an exciting recreational opportunity for the Lander community. The discs are sold in the Bearcat Shop and a map of the course can be found online at the disc golf course Web page. The course is open seven days a week, during all daylight hours, which makes it an ideal activity for anyone with some free time to spend relaxing on the links.

There is a wide range of intramural activities to choose from year round, including flag football, indoor soccer, volleyball, dodge ball, basketball, sand volleyball, softball and more. All officials for intramural sports are trained students who are employed each semester.

A number of group exercise classes are offered each semester as well. Some of the options the Lander community may have to choose from are as follows: Spin, Hip-Hop Dance, Yoga, Zumba and Interval/Circuit Training.

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There are currently two active sport clubs on campus — Lander Bass Fishing Club and Lander Rugby Club. These teams compete against other university teams in the southeast and throughout the country. These clubs give the students an opportunity to play at a competitive level without the massive time commitment required by a varsity program. Club sport participants will tell you it is the best of both worlds at college — they get to have a social life and still play a competitive sport.

The outdoor pool is open mid-April thru mid-September on a daily basis, weather permitting. Children 15 and under must be accompanied by a parent. The pool is open to students, faculty and staff. Guest passes are not allowed; each person entering the pool area must show a valid Lander ID. The university is not responsible for medical expenses resulting from participation in any campus recreation activity. Students, faculty and staff interested in any activity that campus recreation has to offer should consult the Campus Recreation office. Participation is strictly voluntary and all patrons are encouraged to have personal health insurance.

The Student Fitness Center, located in the Chandler Center, is open to students throughout the day. The Student Fitness Center does close for academic classes during specified time slots, but otherwise is open to students for recreational use. The Student Fitness Center is the latest step in increasing the overall health and wellness of students on campus. The use of the center is free for all students.

LOST AND FOUND

University Police Department
Office: Genesis Hall
Phone: 388-8222

Lost and found services are provided in the Lander University Police Department. All articles found by students, faculty or staff should be turned in to this office. ALL UNCLAIMED ITEMS WILL BE DISPOSED OF AT THE END OF EACH SEMESTER.

LANDER UNIVERSITY POST OFFICE

Michelle Weeks, manager
E-mail: mweeks@lander.edu
Office: Grier Center 236
Phone: 388-8754
Service Window Open: Monday–Friday, 9 a.m.–1 p.m.; 2–4 p.m.

The post office is located in the Grier Student Center. Resident students are assigned a campus mailbox. To obtain your box number and combination go to www.lander.edu, sign into MyLander, click on the Academic Services tab, and click on display campus box combination, which is located under Bearcat Web student highlights. All letters and packages MUST have the box number and name to be delivered; never use nicknames. Please use the following address template:

Student Name	Jane Doe
Lander University	Lander University
320 Stanley Avenue # ____	320 Stanley Avenue # 5555
Greenwood, SC 29649	Greenwood, SC 29649

The service window is for the purchase of stamps, package pick up and to ask questions concerning mail delivery. Students will receive a package notice in their mailbox for packages. You must bring the notice and your Lander ID to the customer service window during normal business hours to claim your package.

If a student moves off campus or is away during the summer, the student is responsible for entering their correct mailing address in Banner. To change or to check your address, log into MyLander, click on the Academic Services tab, click on Banner Self Service, click on personal information and click on View/Update Addresses and Phones. To make your address changes, click the Update Addresses and Phones link at the bottom of the page, and then follow on-screen instructions. Failure to enter your correct information will result in mail being returned to the sender. We will forward mail for up to three months from the date of inactivation.

LANDER UNIVERSITY POLICE DEPARTMENT

Eddie Briggs, chief of University Police
E-mail: ebriggs@lander.edu
Office: Genesis Hall 35
Phone: 388-8049
Emergency Only: (on-campus calls only) 8-911
Cell phones must use 864-388-8222 even for emergencies.

The primary objectives of the Lander University Police Department are to ensure the safety and welfare of the students, faculty and staff of Lander University and to provide an atmosphere free of disruptions and interference to the learning experience. Service to the individual and the university community is its continuing goal.

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The University Police Department is charged with enforcement of federal, state and local laws, university rules and regulations, and administering the university vehicle registration and parking policies. University Police officers are appointed state constables by the governor of South Carolina and are fully certified police officers with statewide authority. The University Police Department also employs police officers from other agencies on a part-time basis. The University Police office operates on a 24-hour-a-day basis with officers on duty at all times.

Emergency Telephones

In order to enhance the safety of the Lander community and to facilitate reporting of criminal or emergency situations, the university has installed a system of emergency telephone stations in various locations around the campus. These telephones will automatically connect the caller to the University Police Department and display the location of the call. An added feature of this system is that on-campus telephone calls may be made from these telephones. Abuse of this system may result in disciplinary actions. More detailed information concerning the emergency telephone system is included in a separate publication available through the Lander University Police Department.

Identification Cards

Students are expected to have their Lander ID cards with them at all times. Upon request of the faculty, staff or administration, students are to produce their ID.

The Lander ID is nontransferable. Any student transferring or tampering with his or her ID is subject to disciplinary actions, which could include suspension from Lander University. Tampering with an ID card includes changing any information on the card, as well as tampering with the validation sticker.

Upon entering Lander University, each student is issued an identification card free of charge, which is to be used throughout his or her university career at Lander. A \$15.00 fee is charged for each replacement ID. The Lander ID card serves to identify the student for library privileges, athletic events, social events, student wellness center and other university functions or services. **All students are required to have ID's validated each semester or summer session.**

STUDENT WELLNESS CENTER

Kim Shannon, RN, director of Student Wellness Center, disabilities coordinator

E-mail: kshannon@lander.edu

Office: Genesis Hall

Phone: 388-8885

Jessica Brady, licensed professional counselor

E-mail: jbrady@lander.edu

Office: Genesis Hall

Phone: 388-8885

Justin Brewer, licensed professional counselor

E-mail: jbrewer@lander.edu

Office: Genesis Hall

Phone: 388-8885

Rachel Griggs, RN, staff nurse

E-mail: rgriggs@lander.edu

Office: Genesis Hall

Phone: 388-8885

Kim Williams, RN, staff nurse

E-mail: kwilliams@lander.edu

Office: Genesis Hall

Phone: 388-8885

Beth Aliffi, administrative specialist

E-mail: baliffi@lander.edu

Office: Genesis Hall

Phone: 388-8885

The Student Wellness Center provides Lander University students a comprehensive continuum of care. Counseling, health and disability services are housed together within the center. The Student Wellness Center's education campaign, Wellu, focuses on improving the physical and mental health of the students and employees of Lander University. Wellu educational programming targets the American College Health Association's identified leading health indicators based on the National Healthy Campus 2020 Campaign. These indicators include increasing physical activity, reducing overweight and obesity, eliminating tobacco use, preventing substance use, practicing responsible sexual behavior, improving mental health, reducing injury and violence, increasing access to health-care and ensuring immunizations. The goal is to promote student wellness and healthy behaviors and to positively impact academic performance.

Lander University Health Services Requirements

1. Completed Health Services form

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2. MMR — 2 doses
3. Meningococcal vaccine or signed declination

Recommended Immunizations

1. Tetanus-diphtheria-pertussis (primary series and a booster of Td or Tdap within the last ten years)
2. Quadrivalent human papillomavirus vaccine (HPV)
3. Hepatitis B
4. Hepatitis A
5. Varicella
6. Gardasil

Health Services

Student Health Services provides the services of an on-campus registered nurse and access to physician care for all students at Lander University. Medical doctors at the Montgomery Center for Family Medicine serve as the university physicians.

The following complimentary services are offered by the staff at Student Health Services:

1. Health assessment, planning, intervention and evaluation by a registered nurse;
2. Consultation on health maintenance;
3. Health education and lifestyle management;
4. Consultation and intervention in the event of illness; and
5. Blood pressure screening, vision screening, urinalysis and pregnancy testing.

Services of medical personnel (other than those with the Montgomery Center for Family Medicine) as well as any prescription medications, special treatments such as splinting, casting, x-rays, stitches, etc., are the financial responsibility of the student. The cost of the doctor's consultation for most acute illnesses (ear infections, throat infections, etc.) and some limited diagnostic tests performed at the Montgomery Center are covered by the Lander University contract. The cost of general physical examinations or the treatment of

chronic illnesses are not covered and are the sole responsibility of the student. Arrangements should be made in advance to care for these problems while attending Lander University. Call Student Health Services at 864-388-8885 for assistance. All physical services related to sexual health are referred to the Greenwood County Health Department.

In case of a medical emergency on campus, immediately report the name of the person, the location of the person and the nature of the problem to University Police by dialing 8911. University Police will respond and will notify Emergency Medical Services (EMS.)

EMS will transport students who require emergency treatment to Self Regional Healthcare. The student is responsible for all associated fees.

Lander University students in need of health care during normal office hours should come to the Student Health Services office, located in the Genesis Building. The Student Health Services staff makes all physician appointments. If the nurse is not available, students should contact the University Police office at 388-8222.

After normal office hours, students who are sick may use the Express Medical Care, located at the intersection of Highway 72 and Highway 254 at the Rock Creek subdivision, or Doctors Care of Greenwood, 516 Montague Avenue. In case of a true emergency, EMS will transport students to the emergency room.

ALL AFTER HOURS CARE OR EMERGENCY CARE COSTS ARE THE RESPONSIBILITY OF THE STUDENT.

It is strongly recommended that you have personal illness and injury insurance to cover costs generated by after-hours or emergency care. Students who do not have insurance should be prepared to pay for care at the time of service.

Participation in physical activity always involves the risk of injury. It is very important that students have adequate illness and accident insurance coverage before enrolling in any physical education activity class or participating in intramural sports. Neither Lander University nor the Physical Education and Exercise Studies division are responsible for injuries or medical expenses resulting from participation in physical education activity courses or recreational sports.

Questions concerning Lander University Student Health Services or the Montgomery Center should be directed to the Student Health Services office at 864-388-8885 or to the vice president for Student Affairs.

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Counseling Services

Counseling services are provided to students to help them be successful personally and academically. Although the nature of counseling issues is very individual, some common concerns include academic performance, anxiety, depression, family problems, homesickness, relationships, sexual assault, stress and time management. All services are confidential and are provided at no charge. Counseling Services staff can be seen by appointment. Please call 388-8885 to schedule an appointment. If long term or specialized services are needed, counselors can make referrals to off-campus resources. For after-hours concerns or emergencies, please call 8911 for University Police.

Workshops and presentations are also offered on a variety of topics. Previous topics have included depression, diversity issues, eating disorders, leadership, personality styles, relationships, sexual health, stress, time management and study skills. Programs may be tailored to meet the needs of academic classes, student organizations, residence halls and other groups.

Disabilities Services

Lander University recognizes its responsibility to assist academically qualified students with disabilities to achieve their academic goals. To this end, Lander University has made, and will continue to make, every effort to ensure that its physical facilities are accessible to students with disabilities. Elevators and lift devices, reserved parking spaces, properly equipped rest rooms and ramps are available.

In addition to removing physical barriers, Lander University is committed to ensuring equal access to academic and nonacademic programs. While Lander University will neither lower its academic standards nor alter degree requirements, it will make appropriate academic adjustments and reasonable modifications to policies and practices to allow the full participation of students with disabilities in the same programs and activities available to students without disabilities. The modifications do not give students with disabilities a competitive edge but rather eliminate competitive disadvantages, as required by the Rehabilitation Act of 1973 and the American Disabilities Act of 1990. Lander University is committed to making programs and activities available to qualified students with disabilities. The disabilities coordinator is housed in the Wellness Center. The coordinator is responsible for advocacy, coordination of services and provision of reasonable accommodations on the basis of a documented disability. The coordinator acts

as a liaison between students and faculty/administration for students with disabilities. The coordinator is also available to meet with prospective students to discuss services available at Lander University. Reasonable accommodations for a student with a documented disability are determined on a case-by-case basis by the student and the coordinator, and are based on the information contained in a personal interview, as well as documentation which must include: (1) a specific diagnosis; and (2) the accommodations required with an accompanying rationale. This documentation should not be more than three years old. The student is responsible for providing such documentation prepared by a qualified licensed provider or specialist.

Following receipt of the documentation and signed permission for release of information, the disabilities coordinator will inform the student's professors of the student's disability and the required accommodations for each semester that the student attends Lander University. This communication will take place at the beginning of each semester. It is required that students with accommodations meet with each of their professors every semester to discuss their needs. A student wishing to discontinue the issuance of this information may do so by putting this request in writing to the disabilities coordinator. It is strongly recommended that students with documented disabilities meet with the disabilities coordinator each semester that the student attends Lander University to review the accommodations process.

The Academic Success Center (ASC) located in Genesis Hall will serve as the testing location if you and your professor agree that the ASC will be better suited to achieve reasonable accommodations for your disability such as extended testing time and/or isolated testing room.

Service Animals

The ADA defines a service animal as a dog individually trained to provide assistance to an individual with a disability. If they meet this definition, animals are considered service animals under the ADA regardless of whether they have been licensed or certified by a state or local government. The common examples are guide dogs for blind or visually impaired individuals and service dogs for people with physical disabilities and hearing impairments. Petting or attempting to communicate interferes with the service animal's concentration and should be avoided.

Lander University Lactation Accommodation Policy

This policy is intended as a general guideline by the

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university and is not contractual in nature. Nothing in this policy guarantees any specific treatment to any employee, and nothing in this policy alters the at-will employment relationship between the university and its employees. Any questions regarding this policy should be directed to the Office of Human Resources.

Description

This policy applies to Lander University employees, spouses, students and visitors who need lactation accommodations for breastfeeding and expression of breast milk.

Purpose/Rationale

Lander University recognizes the importance of breastfeeding and promotes optimal nutrition for pregnant women and young children. The university will take all appropriate measures to accommodate and set an example for faculty, staff, spouses, students and visitors by promoting breastfeeding in the workplace. This policy will also serve as a way to promote breastfeeding as a normal part of daily life and is an important part of community support for breastfeeding.

Policy

Lander University has taken measures to ensure that all faculty, staff, spouses, students and visitors are provided with adequate accommodations for the expression of milk or breastfeeding.

Lactation Accommodations

A secure private room located in The Wellness Center, Genesis Hall, will be made accessible where a nursing woman can nurse an infant or express breast milk to be stored for later use. Participants may call ahead to inquire as to whether the room is in use. If there are multiple users, a screen will be available for privacy. All breastfeeding women are accommodated by having access to:

1. A comfortable chair for use while breastfeeding.
2. A table to support their own personal breast pumps and/or supplies.
3. Washing facilities and hand gel for hands and equipment.
4. A refrigerator for the safe storage of breast milk.
5. A lactation consultant who will be available by appointment.

Note: Lander University is not responsible for the security of any items left in the room.

Storage Procedures

1. A refrigerator will be available exclusively for the safe storage of breast milk. Breastfeeding women will provide their own containers and all milk stored in the refrigerator will be clearly labeled with name and date. Those who use the refrigerator shall be responsible for keeping it clean.
2. Employees who bring their infant into the workplace to use the lactation room will dispose of used diapers in the nearest rest room as those trash containers are emptied daily.
3. Personal items stored in the room must be clean and stored in plastic containers (such as Ziploc bags) labeled with the woman's name.

Work Schedule

If possible, break time or lunch time for breastfeeding or expressing milk should run concurrently. If this is not possible, nursing mothers must request and arrange with their supervisor appropriate break times. Supervisors should attempt to provide as much schedule flexibility as possible to accommodate their needs as long as it does not seriously disrupt the operation. For time exceeding normal break periods, annual leave, compensatory leave or unpaid leave may be used with the approval of the supervisor. Any incident of harassment of breastfeeding employee will be addressed in accordance with Lander University's policies and procedures for discrimination and harassment. Submitted: July 27, 2009

AMERICANS WITH DISABILITIES ACT (ADA)

Lander University has made, and will continue to make, every effort to ensure that its physical facilities are accessible and accommodations are provided to students with disabilities. If you feel like accommodations are not provided in an appropriate manner, you have a right to file a complaint with the Office of Disabilities.

Protocol for Filing a Disability Complaint

Prior to filing a complaint with the Office of Disabilities, students are encouraged to speak with the faculty or staff

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member in hopes of a resolution. If a resolution is not possible, the following protocol should be followed:

1. Student will meet with disability coordinator to discuss his or her concern. Student is advised of the steps involved in filing a complaint. Coordinator gathers as many facts as possible related to student concern.
2. The disability coordinator contacts staff or faculty member named in complaint to discuss problem. If a resolution can be reached at this stage, the complaint goes no further.
3. If resolution cannot be reached, all facts are brought before the Disability Accommodations Committee as soon as possible. This committee reviews the facts of the complaint and any appropriate court rulings related to the complaint. The names of the student, faculty and/or staff member are deleted from the record. The Disability Accommodations Committee discusses the case and presents their findings in the form of a recommendation.
4. The disability coordinator then meets in person with the faculty member and their department head or the staff person and their supervisor to discuss the decision of the committee. If necessary, the faculty member or staff person will advise the disability coordinator if they are willing to abide by the recommendation of the committee.
5. The disability coordinator then meets with the student to discuss the decision of the committee, and, if necessary, the decision of the faculty member or staff person.

INTERNATIONAL STUDENT ACCIDENT AND ILLNESS INSURANCE

An accident and illness insurance plan designed for college students, and endorsed by Lander University, is required for purchase by all international students while attending Lander University.

This is a non-comprehensive, yet affordable plan. This insurance is designed to assist with accidents and emergency care and is required for purchase only by international students.

For more information please contact the Office of International Programs located in Jackson Library, room 300.
Phone: 388-8578

VETERAN'S INFORMATION

Helen Lewis, Veterans Affairs and class schedule coordinator
E-mail: hlewis@lander.edu
Office: Learning Center 109F
Phone: 388-8948

Lander University is approved by the Veterans Administration as a training facility for eligible veterans, service persons, reservists, widows and children of veterans. Eligibility and equivalent educational benefits are determined by the Veterans Administration (VA).

The certifying official collects, completes and processes the required substantiating documentation. In addition, the certifying official offers information about services on campus to assist with educational, career, personal and financial concerns. The office also serves as a point-of-contact and direct liaison between the veteran, the university and the Veterans Administration. The certifying official is not part of the Veterans Administration, but an employee of Lander University.

Applying for Benefits

Students may apply for educational benefits after being accepted to the university. Information regarding eligibility, applications and certification may be obtained from the Veterans Administration website at or from the certifying official at Lander University located in the Registrar's Office.

Upon receipt of all required documentation, the certifying official will forward an enrollment certification to the Veterans Administration regional office. No paperwork will automatically be prepared and forwarded to the Veterans Administration for processing and payment without the student's request.

General Information

Veterans Administration programs and policies and university services and procedures frequently change. Students should maintain contact with the school's certifying official in the Registrar's office.

If a student considers withdrawing from the university, dropping a course that changes his/her training time or changing his/her major, they should contact the Lander certifying official before making any changes.

Dropping the enrolled credit load below the minimum

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may result in a retroactive reduction in benefits and a debt to the VA. Several different methods are used to collect overpayments. A statement of mitigating circumstances and supportive documentation may need to be submitted to the Veterans Administration.

Benefits will not be paid for audited courses, unnecessary repeats or courses that do not count toward graduation. Benefits will be discontinued if you do not maintain satisfactory progress.

STUDENT ACTIVITIES

Shelby Dominick Reed, director of Student Activities
E-mail: sdominick@lander.edu
Office: Grier Center 214
Phone: 388-8802

Lindsay Phipps, assistant director of Student Activities
E-mail: lhipps@lander.edu
Office: Grier Center 214
Phone: 388-8162

The university provides a well-balanced program of cocurricular activities and encourages student participation in these and other aspects of university life. Each member of the university community, through special interest groups, intramural sports, fraternities, sororities and athletics, has an opportunity to gain valuable practical experience in leadership and human relations which can enrich their life far beyond their university years. In an effort to offer opportunities for personal development, the university sponsors a variety of programs, formal and informal, through which students may broaden their educational experience.

The Office of Student Activities sponsors dances, concerts, movies, comedy groups and other programs on the lighter side for students and their guests. Student-faculty interaction is encouraged through field trips, visits to other campuses for cultural offerings, sports events and social occasions. Students are urged to become involved with Lander University, both through their classroom activities and through the multifaceted cocurricular programs available.

LANDER TRADITIONS

Student Life Awards Ceremony

These annual ceremonies recognize and honor student organizations, members and advisers. The Lander University

Man and Woman of the Year are among the awards presented.

Founder's Day

This day is observed in February and honors Dr. Samuel Lander, a Methodist clergyman and founder of Lander University in 1872.

Greek Week

This week is sponsored by the Greek council and features competition among the Greek organizations. Greek organizations start the week by donating to a local charity.

Homecoming

This event is held during the spring semester and features a week of special activities. Traditions include soap box, banner and talent competitions among the student organizations and other student groups. Other homecoming activities include performers, concerts and dances. The week of activities culminates with a tailgate lunch, followed by the homecoming games, at which time the homecoming king, queen and court are presented.

Miss Lander Pageant

The Miss Lander pageant is held annually on campus. This pageant is open to all female students and is sponsored by Lander's student chapter of the National Association for Music Education (NAFME).

Parents Day

This event is held during the fall semester to offer parents an opportunity to visit the campus. Various activities are provided for the enjoyment of parents and students.

Senior Picnic

At the end of the spring semester, the Alumni office hosts a picnic for graduating seniors.

Spring Fling

This special day is sponsored by the Office of Student Activities and is open to all students, faculty and staff. The event includes entertainment by several bands, refreshments, environmental booth displays and games.

Welcome Week

Welcome Week offers a week of activities, events and fun to prepare students for the upcoming year.

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FINE ARTS

The Fine Arts division of the university presents theater productions; concerts by the Wind Ensemble, University Singers/Old Main Singers, Jazz Ensemble, Opera Scenes, chamber music ensembles and dance groups; and sponsors art exhibits in the Monsanto Gallery of the Lander Cultural Center. Students are encouraged to attend these presentations and to participate in the student groups and art exhibits. For more information about participation, students may contact the Office of College of Arts and Humanities, 388-8323, or you may contact one of the following for specific areas of interest:

Lander Jazz Ensemble, CC 355	rgardiner@lander.edu
Lander Wind Ensemble, CC 359	rgallo@lander.edu
University/Old Main Singers, CC 362	cneufeld@lander.edu
Opera Scenes/Chamber Ensembles, CC 365	lnoonkes@lander.edu

INTERCOLLEGIATE ATHLETICS

Jeff May, vice president/director of Athletics

E-mail: jmay@lander.edu

Office: Finis Horne Arena

Phone: 388-8314

Lander University's Athletics program is a member of NCAA Division II and is aligned in the Peach Belt Conference, which consists of 13 institutions in North Carolina, South Carolina, Georgia, Alabama and Florida. Men's varsity sports offered are baseball, basketball, soccer, tennis and golf. Women's varsity sports offered are basketball, golf, softball, volleyball and tennis. Athletic scholarships are available.

Lander athletic teams, with the colors royal blue and gold, are known as the Bearcats and Lady Bearcats. With an athletic history which dates back to 1968, when Finis Horne launched the first men's basketball program, Lander has been competitive on the conference, regional and national level. Lander Athletics is supported by the Bearcat Club, a booster club with annual dues of \$50.

Lander's Athletics staff consists of the following personnel:

Jeff May	vice pres./director of Athletics	388-8314
Britt Johnson	asst. coach, baseball	388-8949
Kent Atkins	assistant director of Athletics for NCAA Compliance/Sports Medicine	388-8818
Chris Ayer	head coach, women's soccer	388-8694
Roger Bagwell	head coach, golf & assistant director for Athletics	388-8758

Cheryl Bell	associate Athletics director/ senior woman administrator	388-8530
Sophia Bonadies	assistant Athletics trainer	388-8281
Justin Burger	marketing coordinator	388-8406
Bryan Wells	assistant Athletics trainer	388-8626
Steve Roberts	head coach, men's basketball	388-8960
Joe Cabri	tennis coach, emeritus	388-8316
Kathy Cochran	administrative specialist	388-8316
Ashley Stathas	head coach, volleyball	388-8963
TBA	head coach, softball	388-8691
Decole Shoemate	asst. coach, women's basketball	388-8725
Steve Grogan	director, Bearcat Club and the May RWS Complex	388-8038
TBA	assistant coach, softball	388-8417
Carol Byrd	receptionist, JMC	388-8950
Kevin Pederson	head coach, women's basketball	388-8257
TBA	assistant coach, men's basketball	388-8026
TBA	assistant coach, men's basketball	388-8026
Brett Simpson	head coach, men's & women's tennis	388-8773
Kermit Smith	head coach, baseball	388-8961
Bob Stoner	assistant athletics director for sports media	388-8962
Lee Squires	head coach, men's soccer	388-8378
TBA	assistant coach, men's soccer	388-8952
Charlie Hoyle	assistant coach, men's & women's golf	388-8288

Cheerleaders/Dance Team/Mascots

Kim Schoolfield, spirit coordinator and head cheer and dance coach

E-mail: kschoolfield@lander.edu

Office: GC 336

Phone: 388-8770

Cheerleading

The Lander University Cheerleading Team is housed in the Division of Student Affairs. The purpose of the Lander University cheerleaders is to provide support and crowd leadership to the Lander University Athletics program and serve as ambassadors for the university. The team cheers at all home men's and women's basketball games and travels to a few away games, as well as represents the university at competitive cheerleading events. The team also participates in community events and university-sponsored activities. It is the goal of the cheerleading program to make any event they are involved in more enjoyable for everyone by raising energy and spirit levels. Tryouts are held annually. For more information, please contact Kim Schoolfield.

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Dance Team

The Lander University Bearcat Dance Team is housed in the Division of Student Affairs. The purpose of the dance team is to provide support and entertainment for the Lander University Athletics programs and serve as ambassadors for the university. The team dances at all home men's and women's basketball games and travels to a few away games, as well as represents the university at competitive dance events. The team also participates in community and university-sponsored activities. Tryouts are held annually. For more information, please contact Kim Schoolfield or go to <http://www.lander.edu/spirit>

Mascots

The mascot for Lander University is the Bearcat and is sponsored by the Division of Student Affairs. The purpose of the mascot is to increase crowd enjoyment and bring about full support of students and spectators in an effort to help the athletic teams play their best. In general, attendance of the mascot is limited to athletic and university-sponsored events. However, the mascot may represent the university in the community by making appearances at approved special events in the community once the event has been approved by the university and availability of the mascot. A minimum of a two week notice is required for special appearance requests. Tryouts are held annually.

HOUSING AND RESIDENCE LIFE

Cindy Dysart, director/Housing and Residence Life
E-mail: cdysart@lander.edu
Office: Grier Center 318
Phone: 388-8061

Chandler Darling, associate director/Housing and Residence Life
E-mail: cdarling@lander.edu
Office: Grier Center 320
Phone: 388-8241

Catherine Covar, administrative operations assistant/Housing and Residence Life
E-mail: ccovar@lander.edu
Office: Grier Center 315
Phone: 388-8174

Alex Drake, Residence Life coordinator
E-mail: adrake@lander.edu
Office: Grier Center 322
Phone: 388-8906

Stacey Gantt, receptionist/Housing and Residence Life
E-mail: sgantt@lander.edu
Office: Grier Center 316
Phone: 388-8266

Zach Helms, Residence Life coordinator
E-mail: zhelms@lander.edu
Office: Grier Center 323
Phone: 388-8709

Tammy Monts, administrative operations assistant/Housing and Residence Life
E-mail: tmonts@lander.edu
Office: Grier Center 321
Phone: 388-8485

Floyd Nicholson, student life adviser
E-mail: fnicholson@lander.edu
Office: Grier Center 366
Phone: 388-8377

Jalysa O'Conner, Residence Life coordinator
E-mail: joconner@lander.edu
Office: Grier Center 325
Phone: 388-8905

Residential living at Lander University is an important part of university life. Housing units range from traditional residence halls to apartment-style living. Living on campus is more than just having a place to study and sleep. A student living on campus will experience new opportunities, such as an opportunity to develop new personal relationships, self-regulations and above all, more freedom and responsibilities. With this freedom, a student must discipline himself or herself to manage his/her time effectively so he/she will have ample time for study, sleep and other activities that are available.

Room and Board Fees

Room and board payments are made in two installments, one of which is the \$100 room confirmation fee. The balance of the room and board charges and the academic fees will be billed to all students prior to each semester by the Student Accounts office.

Security

Resident students are issued a key to their assigned room, and are responsible for leaving their room doors locked at all times. A resident's ID is considered a key when used as a

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proximity card for access to certain areas on campus. The ID is subject to the same regulations as keys as described herein. All residence hall entrance doors should remain closed and locked. This key is only for the use of the individual to whom it is issued; a resident may not allow any other person to use that key at any time. Misuse of any university key will result in fines and disciplinary action. In the event that this key is misplaced, the resident must contact the Housing office immediately. University Police will assist you in unlocking your room as a courtesy, one time only. Thereafter, there will be a \$5 charge for unlocking doors and the Housing office will be notified. Residents are urged to lock their windows and doors during periods of absence.

During holiday periods, additional precautions should be taken to include removing small portable items and closing blinds. Any losses should be reported to the Lander University Police Department and the Housing and Residence Life office.

Residence Hall Inspections, Security and Searches

The university shall not be liable for damage to or loss of any property of any kind which may be lost, stolen, damaged or destroyed by fire, water, steam, defective refrigeration, elevators or otherwise while on the leased premises or in any storage space in the building.

All personal property in any part of the building within the control of the student shall be at the sole risk of the student. It is the student's obligation to insure his/her personal property.

The university reserves the right periodically to inventory university property and to conduct maintenance and safety and health inspections of rooms. These inspections will be held during official recesses and at other times, in the latter case after 24 hour notice, when practicable, and in the presence of the occupant(s), when practicable.

The university reserves the right to enter individual student rooms in emergency situations. Reasonable effort will be made to notify the occupants in advance of such an entry.

The university reserves the right for its officials to search individual rooms in cases where there is reasonable cause to believe that university regulations and/or laws are being violated.

The university reserves the right to request a search warrant when there is probable cause to believe: (1) that a room is

occupied by a non-resident whose presence constitutes a violation of the visitation/guest policy or other appropriate regulations of the university; (2) a violation of municipal or state law has occurred; (3) that the occupant has concealed within the room property possession of which is a violation of municipal, state or federal law.

This does not prohibit normal inspections of university housing or other facilities for maintenance, health or safety purposes.

Community Living – A Guide to Residence Halls

Community Living – A Guide to Residence Halls is a publication which addresses issues concerning housing and residence life. This guide is distributed to all resident students at the beginning of the fall semester. Students entering after this time will be issued a copy. Additional copies are available in the Department of Housing and Residence Life.

Housing Accommodation Requests by Students with a Disability

Lander University will consider requests for reasonable housing accommodations by students who have a qualified disability as defined by the Americans with Disabilities Act (ADA). It is the sole responsibility of the student to obtain and provide sufficient medical documentation supporting the need for an accommodation. Each request is considered independently and the university's decision to make an accommodation will be based on the specific facts and circumstances as provided by the student, student's doctor and/or other individuals.

The deadline for submitting a written housing accommodation request, with sufficient supporting medical documentation, is **March 1st** of each year. The university cannot guarantee an accommodation will be made for requests and/or documentation received after this deadline. Such requests must be made directly to the following department:

Office of Student Disability Services
Lander University Wellness Center
Genesis Hall
CPO Box 6045
Greenwood, SC 29649
864-388-8885

This office will consult with the Department of Housing and Residence Life to consider the accommodation

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requested. The university will only accept written requests for a housing accommodation. The university has created a request for housing accommodation form to assist the student with requesting an accommodation. This form can be found in the Office of Student Disability Services. A student who wishes to provide a written request in any other fashion (such as a letter), must provide at least the same type of information requested on that form.

If the specific request cannot be fulfilled, the university will work with the student to find a comparable, convenient and accessible housing alternative, within the limitations and/or needs presented by the student. Where an accommodation must be made because of a disability, the university will consider exceptions to its general room rate structure unless doing so would result in a fundamental alteration to its housing program and/or financial concern for the university.

REGISTERED STUDENT ORGANIZATIONS

ACTIVITIES, POLICIES, AND PROCEDURES

APPLYING FOR REGISTERED ORGANIZATION STATUS

Membership Requirements

Lander University recognizes the rights of student organizations to exist and contribute to the mutual benefit of university cocurricular activities. The university, through the registration process, confirms the freedom of existence for student organizations and ensures that designated privileges and support are available equally to all organizations that uphold the registration requirements. The university does not, however, automatically endorse the mission, goals or purpose of any organization.

A student organization must be registered with the Office of Student Activities. These guidelines have been designed to assist the organization in this process. Specifically outlined below are the procedures for registration. It is a requirement of the university that membership in these groups be comprised of currently enrolled, full-time (12 hours) students of Lander University. The intent of these procedures and regulations is to guarantee the protection of the essential function of the university, to allow an equitable sharing of time and space, and to ensure the reasonable health and safety of the community. Any persons not meeting the requirements shall not be eligible for membership in registered student organizations.

Effective March 29, 2007, existing registered student organizations that are in good standing with the university must maintain the student membership requirement of seven full-time enrolled students (12 hours). If any group with national affiliation recognizes total membership will fall below seven students due to an upcoming graduation, the recruitment/intake process must occur during the current academic year. Student organizations which at the beginning of each fall semester have less than seven full-time enrolled students will be placed on membership probationary status. These organizations will have three years to increase their membership to the required number of seven. While on probation, an organization must host recruitment/intake at least once a year. If this requirement has not been met at the end of the three year period, the registration status will be revoked. During probationary status, Greek organizations will not have to disaffiliate from their umbrella organization, be it Lander Panhellenic Council, National Pan-Hellenic Council or Interfraternity Council. However, any organization on probationary status will not have voting privileges.

Lander University requires a minimum GPA of 2.0 to be a member of a registered student organization. Nationally affiliated registered student organizations may require a higher GPA for membership. A student organization shall be defined as any group, consisting of at least seven currently enrolled full time (12 hours) Lander University students who desire to come together to support a particular view, explore common interests or accomplish identified tasks, which do not:

1. Have illegal goals and objectives.
2. Propose or participate in activities which would violate regulations of the board of trustees, the university or federal, state or local laws and regulations, or materially disrupt activities and discipline of the university.
3. Advocate incitement of imminent lawlessness which may produce such action referred to in #3.
4. Discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status.

Any groups existing on campus that wish to use university facilities and/or services and that fulfill the above description must be registered with the university. Only groups that are registered will have access to campus facilities and/or services.

Starting a New Organization

Students who want to form a new student organization should contact the Office of Student Activities. Representative(s) of the proposed organization must meet with a staff member of the Office of Student Activities. The student(s) will receive:

1. A copy of the registration form;
2. A copy of constitution guidelines;
3. Membership roster page for signatures; and
4. An orientation to services, resources, policies and procedures.

A constitution (including appropriate membership clause), the registration form and a membership list, with signatures, must be submitted and reviewed by the Office of Student Activities. The following criteria must be met in order to be recommended for registered status:

1. It is confirmed that no violation of federal, state or local law or university policy exists in the proposed constitution

REGISTERED STUDENT ORGANIZATIONS

and all necessary clauses are included (membership, non-discrimination, GPA requirements for student leaders and faculty/staff adviser).

2. The registration form and membership list, along with signatures, must be complete and submitted.
3. The organization has certified that membership requirements are non-discriminatory, except where exempt by Title IX.
4. A full-time faculty or administrative staff member, as defined on the following page under advisers, has agreed to serve as the adviser to the organization.

Once these requirements are met, the Office of Student Activities will recommend to the Student Life Council that the organization be registered. Upon final approval by the Student Life Council, and when the registration form is completed and returned to the Office of Student Activities, the organization will be considered a registered organization and notification of the organization's registration status will be sent to the organization, as well as specified departments/service areas on campus. Once the registration application has been submitted and all questions or problems resolved, the registration process will take approximately five working days. Should an organization be denied registration, the representatives will be notified in writing no more than two days after the decision has been made.

Organizations pending approval: Once a prospective student organization has initiated the registration process, and until registration has been granted, the organization must follow the following guidelines:

1. It may meet on campus no more than three times in a university facility. A facility form must be completed.
2. These meetings shall be for the sole purpose of organizing. The organization shall not sponsor speakers, fundraisers or any other program or event.
3. The organization may publicize meetings and invite membership but is not eligible to use the Lander University name in association with the organization. It must be specified that the meetings are for organizational purposes only. Posters, flyers, etc., must be approved and stamped by the Office of Student Activities.
4. Failure to follow these guidelines could impact the approval/disapproval of the organization's registration.

Miscellaneous

1. Organizations who want to change their constitution or affect changes in affiliation must submit these changes to the Office of Student Activities for approval by the Student Life Council.
2. In addition to these regulations, student publications are subject to regulations by the Student Publications Committee.
3. Any organization which wants to sponsor a regional or intercollegiate meeting must have sponsorship approved by the Office of Student Activities before the meeting can be held on campus.
4. Sports clubs and Greek letter social fraternities and sororities are registered student organizations at the university. However, additional recognition criteria (such as insurance, travel regulations, Title IX, etc.) may be established for these organizations due to their unique relationship with the institution.
5. A student organization needing to set up an off-campus checking account should first obtain a Federal Tax ID number (sometimes referred to as an Employer Identification Number or EIN); this ensures that no one is personally responsible by using their Social Security number and it allows the organization to grow and change much easier. They can obtain a Federal Tax ID number by either calling the IRS at 800-829-4933 or by applying online at www.irs.gov. Once the number is received, the current president and adviser should go to a financial institution and set up an account.

Registration Application

New groups can apply for registration at any time by completing the appropriate paperwork, obtaining the required signatures and submitting the materials to the Office of Student Activities. Registration of new groups requires approval of the Student Life Council. An organization seeking to register with the Office of Student Activities shall complete the registration application with the following information:

1. Name and address of organization.
2. Name, address, signature and Lander ID# of seven currently registered full-time (12 hours) student members, including two officers authorized to make requests or to conduct business for the organization; seven members is

REGISTERED STUDENT ORGANIZATIONS

the minimum number required to register an organization at the university. Signatures of students give permission to the Office of Student Activities to check grades each semester.

3. Statement of purpose.
4. A copy of the organization's constitution and bylaws; in the absence of such, a set of operational guidelines will be required that state the organization's purpose, membership requirements and election procedures for officers.
5. Membership requirements: members are those individuals interested in the goals of the organization who are actively willing to work towards those goals.
6. The date of new officer elections.
7. Signature of on-campus adviser.
8. Signature of the chief officer certifying the accuracy of all information and the organization's acceptance of the conditions stated in the registration agreement.
9. Signature of the chief officer of the organization certifying that the organization agrees to abide by all state, federal and local laws as well as the university regulations and procedures set forth in the student handbook, the Lander University catalog and other university forms and agreements.

Registration shall be defined as the collection and recording of specific information required of qualified student organizations. The registration, in turn, affords those organizations certain privileges. Registered organizations exist only on the Lander University campus. Registered student organizations shall be referred to as name of organization, a registered organization at Lander University.

1. Denial of registration: Registration may be denied if an organization is not in compliance with the registration criteria or does not appropriately complete the registration procedures.
2. Loss of registration status: A registered student organization may lose its status of registration and all privileges associated with the registered status if any of the following occur:
 - a. A student organization submits a written notification of its disestablishment.

- b. A constitutional provision deactivates an organization as of a certain date.
- c. A student organization fails to renew their registration by the fall term date established by the Office of Student Activities, fails to submit current officers and contact information, does not submit required fundraiser and volunteer summaries, or does not submit signed Greek organizations grade rosters.
- d. Disciplinary sanctions deactivate an organization.

Review Process

A complete registration application and all the required informational items must be returned to the director of Student Activities. The material will be reviewed and if all requirements have been met, the organization's chief officer will be notified via e-mail. Any organization whose registration materials are incomplete will be notified via e-mail and classified as probationary and thus ineligible to receive the benefits and privileges of registration. Any organization found to be in noncompliance with university, state or federal regulations would be reviewed by the Student Life Council for continuance of its registration. The organization will be notified in writing of the committee's decision.

Privileges

Registered organizations in all categories will be afforded:

1. Increased visibility and accessibility;
2. The opportunity to participate in the student organization fairs;
3. A listing of the organization/s name, purpose, current officers, address and phone number in the Office of Student Activities' files and in the student organization directory which is available to the university community;
4. Access to services, equipment and facilities, depending on availability of space and personnel;
5. Receipt of leadership materials and other informational publications, mail-outs of the department and other organizations and informational calendars; and
6. The opportunity to engage in on-campus fundraising activities in accordance with established procedures.

REGISTERED STUDENT ORGANIZATIONS

Basis for Denial of the Privileges of Registration

Organizations may be denied by the university the use of facilities, services and funds as a disciplinary measure resulting from the violation of university conduct regulations. These regulations will be interpreted in reference to the procedures listed on the previous page. University denial of the request for user of facilities, services or funds may result from one of the following conditions:

1. The organization does not abide by the university regulations and the procedures as set forth in the student handbook.
2. A danger of violence or destruction is anticipated in the use of facilities, services or funds. There must be substantial evidence to warrant the conclusion that violence or destruction can or will occur.
3. The use to be made of the facilities, services or funds is illegal.
4. The organization's chief officer does not sign the registration certificate.
5. Inaccurate information is given on the registration form.
6. Incomplete information is provided by those persons requesting services, facilities or funds.
7. The organization fails to renew registration by the fall term date established by the Office of Student Activities.

The university may ask for whatever information is deemed necessary to make the above determination. In all cases where prior denial occurs, adequate notice and opportunity to be heard will be afforded by the Student Life Council and the Office of Student Activities. If, after approval, immediately prior to or during the activity, one of the stipulated conditions occurs, the university will take immediate action to curtail the disruption, criminal activity or violation of the university regulation.

Grant of Registration

1. Acceptance of a registration: Acceptance of a registration by a student organization shall constitute an agreement by the organization to observe and obey all federal, state and university laws and policies, procedures, rules and regulations.
2. Responsibilities of a registered organization:

- a. The organization will seek approval from the Office of Student Activities for changes made in its constitution.
 - b. The organization will register all changes that occur within the organizations. The names, addresses, phone numbers, Lander L numbers of officers and the name of the adviser must be kept up-to-date in the Office of Student Activities.
3. Fraternal organizations: Prior to a registered organization being classified as a fraternal organization and exempt from Title IX requirement, official endorsement must occur from the Office of Student Activities and the national office of the fraternity or sorority.

Annual Renewal

1. All registered student organizations must renew their registration annually by the fall term date set by the Office of Student Activities.
2. The Office of Student Activities shall be responsible for the annual registration renewal process.
3. Registration renewal procedures are as follows:
 - a. An information letter and a registration form shall be e-mailed to all registered organizations 15 calendar days prior to the deadline. This e-mail shall notify the organizations of the registration process and required meetings.
 - b. There shall be a registration renewal workshop to be held during the Lander Leadership Conference at the beginning of the fall semester. A representative from each registered organization must attend.
4. Failure to renew an organization's registration by the deadline of the fall semester shall terminate its privileges to operate on the university campus or utilize university facilities.

Summer Procedures

1. Each organization shall designate one individual to conduct the affairs of the organization during the summer and interim periods.
2. The name, address, Lander e-mail and telephone number of this individual shall be filed with the Office of Student

REGISTERED STUDENT ORGANIZATIONS

Activities by the end of the last class day of the spring semester.

Disciplinary Procedures

Students should refer to the student conduct programs section of the Lander University Student Handbook for information regarding disciplinary procedures for violations of university policies, procedures, rules and regulations by registered organizations.

Leadership Regulations for Organizations

GPA Regulations:

1. Any student member of a registered student organization who has been elected, selected or appointed as an officer, as defined by his/her organizational constitution, must maintain the cumulative GPA requirement of 2.0 or the organizational GPA requirement for an officer position and remain in good standing within the university before being eligible to assume that role.
2. Students who do not meet the minimum GPA requirements at the time of elections may not serve in a leadership capacity until they have earned the minimum GPA requirements. In the event that a student is elected to office without the minimum GPA requirements, the organization must hold a re-election and notify the Office of Student Activities about the change in officers within two weeks.
3. Organizations not meeting the above requirements will be placed on probation and may have their registered status revoked.

ADVISERS

To encourage positive interaction between both teaching and administrative staff and students involved in student organizations, every student organization is required to have an on-campus adviser. The adviser must be selected from full-time faculty or administrative staff members (band four or higher with state Human Resources) at Lander University. Graduate students are not eligible to fulfill this requirement. The Office of Student Activities will assist advisers with questions concerning their organizations.

Appointment of Advisers

1. The signature of a full-time faculty or staff member must

be secured on a new organization's application to receive recognition to signify his/her willingness to serve as adviser to that organization.

2. The adviser's signature must also be obtained annually during registration to signify agreement to continue as the organization's adviser.
3. The vice president for Student Affairs may officially appoint each adviser to the position by a letter.
4. Should an adviser vacate from his or her adviser position at any time during the year, the Office of Student Activities should be contacted immediately, and a replacement acquired within three weeks.

Requirements of Advisers

Advisers of registered student organizations should:

1. Become familiar with and understand relevant university policies and procedures.
2. Act within the scope of their adviser's authority.
3. Act in an advisory capacity, as opposed to a directive relationship in the organization. The following educational functions are cited as examples.
 - a. Provide the officers with the elements of good organizational practice.
 - b. Teach the techniques and responsibilities of leadership and membership.
 - c. Teach the principles of effective group operations.
 - d. Develop procedures and plans for action.
 - e. Keep the group focused on its goals.
 - f. Develop self-discipline and responsibility in the group.
 - g. Stimulate and initiate activity.
4. Be available to the officers and members to share ideas about organization affairs.
5. Meet with the officers of the group to discuss the progress and direction of the group.

REGISTERED STUDENT ORGANIZATIONS

6. Attend as many meetings and functions as possible and be in attendance at any on-campus social events or fundraisers open to all Lander University students.
7. Advise and consult with the organization and its officers in its financial affairs to see that the proper budgets are formulated and that the proper distribution of and accounting for funds of the organization are maintained; for non-funded organizations, provide financial and budgetary advice.
8. Approve/co-approve off-campus activities in which students represent the organization, such as meetings, conventions, etc.
9. Sign or co-sign appropriate university forms, such as those for user of campus facilities or travel requests.
10. Serve until a successor is appointed, if for any reason it is impossible to continue as adviser to the organization.
11. Contact the Office of Student Activities when questions or problems arise.
12. Be in attendance at events sponsored by the organization if the event is held in the Cultural Center Auditorium, Horne Arena or Sproles, as determined by the director of Student Activities.

FRATERNITY AND SORORITY RECRUITMENT AND INTAKE REQUIREMENTS

Effective April 17, 2008, the following recruitment policies were established:

Lander Panhellenic Council

Lander Panhellenic Council's formal recruitment will be held during the fall semester. First-time freshmen potential new members must have at least a 2.75 high school GPA. First semester transfer students must have a transfer cumulative GPA of at least a 2.5. Current Lander students must possess an institutional cumulative GPA of at least a 2.5.

Interfraternity Council

IFC recruitment will be held during the fall and spring semesters. Each fraternity has variable regulations concerning first-time freshmen recruitment; check with each fraternity to inquire as to their ability to recruit first-time freshmen. Regardless, first-time freshmen must have a 2.75 high school cumulative GPA in order to go through

recruitment. First semester transfer students must have a transfer cumulative GPA of at least a 2.5. Current Lander students must possess an institutional cumulative GPA of at least a 2.5.

National Pan-Hellenic Council

Contact each NPHC organization for their recruitment dates and procedures; this information may be obtained in the Office of Student Activities.

Any national chartered Greek organization must belong to the Lander umbrella organization on campus if they are established. (IFC, NPC or NPHC)

LANDER UNIVERSITY ORGANIZATION POLICY OF GOOD STANDING

In order to be in good standing, the following documentation must be submitted to the Office of Student Activities:

1. Current contact information
2. Up-to-date rosters and constitutions
3. Fundraiser summary forms
4. Volunteer summary forms
5. Greek grade rosters

If any of the above is not submitted in the proper time frame, the organization will be placed on a not in good standing with the university status. The organization will not be able to participate in any future volunteer/community service events, hold fundraisers, participate in universitywide events or post flyers. All future room reservations for meetings will be cancelled.

REGISTERED STUDENT ORGANIZATIONS

Academic Organizations

American Chemical Society
Council for Exceptional Children
Enactus
Environmental Science Student Organization (ESSO)
L. U. Student Nurses Association
Lander Association for the Education of Young Children
Lander Professional Business Society
Mass Communication Association
Math and Computer Information Systems Club
NAFME — National Association for Music Education
Palmetto State Teachers Association
PEES Club
Political Science Association
Psychology Club
S. C. Student Legislature
Sociology Club

Club and Interest Organizations

Anime-niacs
Art Alliance
Culture Club of Lander University
Lander Spectrum
Lander University Chess Club
LepUtation
Minorities on the Move
Moped 2 Memphis
NAACP
Phi Mu Alpha Sinfonia
Philosophy Club
Residence Hall Association
Rotaract Club of Lander University
Secular Student Alliance

Club Sports

L. U. Rugby Club
Lander University Bass Fishing Club

Greek Organizations

(College Panhellenic Council)

Gamma Phi Beta Sorority
Phi Mu Fraternity
Zeta Tau Alpha Fraternity

(National Pan-Hellenic Council — NPHC)

Zeta Phi Beta Sorority, Inc.

Honor Organizations

Alpha Chi
Alpha Psi Omega
Beta Gamma Sigma
Blue Key Honor Society
Phi Alpha Theta
Sigma Theta Tau
Sigma Tau Delta/English Club
Tri Beta National Biological Honor Society

Religious Organizations

Baptist Collegiate Ministry
Chi Sigma
Fellowship of Christian Athletes
IMPACT
Methodist Campus Ministry

University Sponsored Organizations

L. U. Cheer and Dance Teams
L. U. Equestrian Team
Presidential Ambassadors
Student Government Association
University Program Council

AREA FACILITY COORDINATORS

COORDINATOR OF FACILITIES SCHEDULING

Elizabeth McCune, Facilities Coordinator emccune@lander.edu 388-8335 CPO Box 6062 GC 382
<http://www.lander.edu/goto/facilities>

AREA FACILITY COORDINATORS

AREA	COORDINATOR	TELEPHONE	CPO BOX	OFFICE
Arena, Athletic Fields	Kathy Cochran kc Cochran@lander.edu	388-8316	6016	AC 100
Barratt Hall	Jennifer Cooley jcooley@lander.edu	388-8394	6027	BH 124
Centennial Hall (Multipurpose room)	Alex Drake adrake@lander.edu	388-8906	6019	GC 322
Cultural Center Auditorium, Commons, Assembly Plaza, Amphitheatre	Eddie Shaw eshaw@lander.edu	388-8406	6033	CC 385
Dawson Room	Nancy Goplerud dining@lander.edu	388-8723	6021	GC 143
Grier Student Center, Sproles, PEES Circle, JL Steps, outdoor lawn areas	Debbie Spearman dspearman@lander.edu	388-8730	6053	GC 214
Laura Lander Hall	Diane Burkhamer dburkhamer@lander.edu	388-8137	6029	LL 314
Learning Center	Helen Lewis hlewis@lander.edu	388-8948	6008	LC 109F
PEES	Matthew Gilstrap mgilstrap@lander.edu	388-8313	6042	PS 242
Science Building	Jamie Anderson janderson@lander.edu	388-8386	6030	SC 246

REGISTERED STUDENT ORGANIZATIONS

FACILITIES SCHEDULING BY REGISTERED STUDENT ORGANIZATIONS

In order to request a facility, organizations must be in good standing with the university (Refer to organization policy of good standing.) Lander University will make every effort to provide facilities to accommodate university departments, divisions and registered student organizations through the facility reservation process. Due to the limited number of available facilities, the university will reserve the right to assign and/or change locations for groups utilizing university facilities in order to gain the most efficient use of the facilities. Requests for a facility may be denied due to a lack of available university personnel to perform a specific job function such as custodial, policing, lighting and sound technicians, stage crew, etc.

In addition, the university may deny requests for facilities due to conflicts with class schedules, special events or activities or other universitywide events such as Welcome Week, Parents Day and Homecoming. Students may not hold events after the last day of classes.

Signatures on the facility request form of the applicants, presidents and advisers, as well as the college dean and ARAMARK if applicable, indicate agreement to comply with policies regarding the use of Lander facilities.

1. Economy of scale: The facility coordinator will try to match organization membership numbers to the appropriate sized room if the room is available.
2. The facility request must be for a chartered student organization, not a student organization serving as a front for a program or activity by an outside group.
3. The university reservation policy states that student organizations will be responsible for any damages that may occur to a facility during the time that they have it reserved.
4. Student organizations may not sponsor any program that is open to the general public unless there is previous authorization by the Office of Student Activities. Programs or activities at which admission fees are charged or money is collected or donated, may result in the sponsoring organization being responsible for fees such as building use fee, police services, custodians, etc. (Refer to fundraising section.)
5. For some events, University Police officers are

required to be in attendance. The director of Student Activities will notify the student group when this is required. There may be instances when the university will charge for clean-up, security, special lighting, musical instruments, etc. The coordinator of facilities scheduling will determine charges when the request is reviewed (Refer to fundraising section.)

Faculty or staff advisers must be present at all events held in the Cultural Center Auditorium, the Horne Arena and Sproles.

SMART Classroom Usage

Student organizations reserving a SMART classroom must designate the name of a member who has been trained in use of the equipment. The student's name must be registered with the assistant director of Student Activities.

HOW TO RESERVE A FACILITY

1. Obtain and fully complete a facility request form from the Student Activities office.
2. Check availability of room with area coordinator. Names of the coordinators are listed on the back of the form.
3. Obtain the following signatures:
 - a. Applicant's signature
 - b. President's signature
 - c. On-campus adviser's signature
 - d. College dean's signature (for SMART classrooms)
 - e. ARAMARK's signature (if food is involved)
4. Take form to Student Activities office for a signature. Do not drop off forms in boxes in this office. If university technical assistance (lights, sound, video) is requested, a \$50 deposit (\$100 deposit for CC Auditorium events) must be paid in advance to the Office of Student Activities. By paying this deposit you will be assured that a trained university employee will be present during your event to operate the equipment for you. Deposits will be returned once the

REGISTERED STUDENT ORGANIZATIONS

event has taken place or cancellation notification is given to Eddie Shaw, Special Events director, no less than 24 hours in advance. If the event cancellation is not received within this time period, the deposit is forfeited by the organization.

5. Take the facility request form to the area coordinator for scheduling; once scheduled, your facility request will then be forwarded to Elizabeth McCune, university facilities coordinator, for final approval.
6. Confirmation will be sent from the facilities coordinator via e-mail to **the president of the organization**. All students are required to use their official Lander e-mail address.
7. If your set-ups/special requests are not listed on the facility request, accommodations will not be made. Contact the coordinator of Facilities Scheduling, Elizabeth McCune, if this occurs.
8. You may advertise your event or meeting only after you receive the e-mail confirmation (Please refer to posting policy.)

Plan ahead - facility requests must be submitted NO LESS THAN two weeks in advance.

Tables in the Commons

1. A facility request form is NOT required to reserve a table in the Commons. However, when you come by Student Activities to pick up your table and chairs, please tell the student worker or a staff person in the office whether this is a fundraiser or volunteer service; your approval for either will be verified at this time. *Fundraiser and volunteer requests must be submitted to this office two weeks in advance, and the president will receive an e-mail confirmation once this has been approved.*
2. A student must leave a validated student ID with the student worker in Student Activities in order to check out a table and chairs.
3. If the table is for a fundraiser, please let the student worker know; they will then verify with one of the staff that the fundraiser has been approved.
4. The Office of Student Activities reserves the right to refuse the reservation of a table if deemed necessary.

FUNDRAISING

Policies pertaining to nonuniversity organizations or individuals

Lander University does not permit the operation of a privately operated business enterprise on its campus. All business enterprises operated on campus shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the vice president for Business and Administration.

Business enterprise is defined as any undertaking of an individual or group which encompasses activities associated with the production, sale or distribution of products and services. The sale and distribution of products and services includes solicitation by way of direct selling and indirect selling through the use of posters, flyers, handouts or other promotional literature.

Advertising of a private enterprise on campus is permitted only in approved campus publications, magazines, direct U. S. mail or telephone. Posters, circulars and windshield flyers are prohibited.

Policies pertaining to Lander University students or student organizations

Use of university facilities or grounds for fundraising must be approved by the Student Organization Fundraising Committee. Fundraising forms are located outside the Office of Student Activities. A fundraiser request form must be submitted for approval to the director of Student Activities for action by the Student Organization Fundraising Committee. This committee consists of a representative from the Business office, the Office of University Advancement and the Office of Student Activities. Fundraising as it pertains to Lander University student organizations is defined as the on- or off-campus seeking of funds by a student organization from sources other than its members. Examples of fundraisers are: (1) the selling of items, materials, products or services; (2) the sponsorship of events where financial admission is charged.

In order to request to hold a fundraiser and obtain approval, an organization must be in good standing with the university (refer to Lander University Organization Policy of Good Standing) and must comply with the following guidelines:

1. Submit a completed fundraiser request form, a facility request form and (if applicable) a University Police

REGISTERED STUDENT ORGANIZATIONS

security request form to the director of Student Activities for approval by the committee no less than two weeks prior to the proposed event. Failure to meet deadlines will result in your fundraiser being denied.

- a. Registered student organizations are allowed the use of university facilities once per month, or no more than four per semester, for fundraising events, with a limitation of twice per semester for the Cultural Center Auditorium and/or Sproles.
 - b. Dances and entertainment events will require security by University Police.
 - c. Charges may be made for custodial services, building fee use and other services as needed for fundraisers.
 - d. Additional information regarding student organization fundraising events and associated fees is found on the Lander University fundraising request form and the University Police security request form. Security fees must be paid to University Police no later than 3 p.m. the day before the event. If not paid, the event will be cancelled.
2. The proposed fundraising project must not interfere with existing university-operated services or contracts. Projects involving the sale or distribution of a commercially prepared product or service, or a product or service which may be available through an existing university-operated service or through a university contract with a commercial vendor, may be subject to the policy, Operation of Business Enterprises on Campus, and must not violate related state laws and local ordinances.
 3. In considering the request, the committee will be concerned primarily with the stated purpose for which the fundraising activities are to be held: (1) educational in nature and/or directly related to the curriculum; or (2) for philanthropic purposes. Fundraising revenue may not be used for the personal benefit of an individual student or students such as gifts, membership dues, initiation fees, etc.
 4. Any bake sale food items must be purchased through ARAMARK (See the entire Campus Food Service policy, p. 61)
 5. Drawings: Any drawing must be registered with the director of Student Activities, including the dates tickets are to be sold and the date of the drawing. The word donation must be stamped on each ticket. Failure of an

organization to register and gain approval of a drawing could result in disciplinary actions, which could include probation or loss of registration status. ALCOHOL AND FIREARMS ARE PROHIBITED AS PRIZES.

6. A separate request must be submitted for every fundraising activity.
7. Activities involving Lander student organization fundraising or other projects covered by these guidelines are subject to the following:
 - a. Policies regarding Lander University student social events, as outlined in the student handbook, must be followed.
 - b. Door-to-door residence hall contact is prohibited.
 - c. Use of campus mail service is prohibited.
 - d. Fundraising may be conducted only in such areas as designated by the facilities coordinator through the Fundraising Committee.
 - e. An organization may not use coercive acts which might intimidate those persons from whom support is sought.
8. Posters may be placed at approved locations ONLY after these criteria have been met:
 - a. President has received an e-mail confirmation from the facilities coordinator that the room or area has been approved.
 - b. President has received an e-mail confirmation from the Fundraising Committee that the fundraiser has been approved.
 - c. Organization has obtained approval from the Student Activities office for any posters/flyers advertising the event. Each poster, etc. must be stamped by this office.
9. All procedures for scheduling a room for a nonfundraising meeting or event also apply to fundraising programs.
10. Once the fundraiser is completed, a summary form, which is attached to the request form, must be submitted to the Office of Student Activities within five days of the completion of the event. Receipts must also be attached.

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If a summary is not submitted within this time frame, the organization will be placed on a not in good standing with the university status until the summary form is submitted. The organization will not be able to participate in any fundraisers or participate in universitywide events. All future room reservations will be cancelled.

VOLUNTEER/COMMUNITY SERVICE

Lander University strongly encourages volunteer and community service projects for all registered student organizations. Volunteer and community service projects, as they pertain to Lander University student organizations, are defined as the exchange of service hours or goods either on or off campus — NOTE: if money is exchanged it is considered a fundraiser; please see fundraising section.

The Office of Student Activities requires that any and all volunteer/community services be documented for approval in our office by completing the volunteer/community service request form and facility request form, if the service is to be held on campus. Volunteer/community service request forms are located outside the Office of Student Activities. This form should be completed and turned in at least two weeks prior to the project taking place. In order for a volunteer/community service activity to be approved, the student organization must be in good standing with the university (see Organization Policy on Good Standing) and the activity must conform to university regulations and policies.

Organizations are not limited to a certain number of volunteer/community service projects each semester.

Once the project is completed, a volunteer/community service summary form, which is attached to the request form, must be submitted to the Office of Student Activities within five days of the completion of the activity. If a summary is not submitted within this time frame, the organization will be placed on a not in good standing with the university status until the summary form is submitted. The organization will not be able to participate in any future volunteer/community service events, hold fundraisers, or participate in universitywide events. All future room reservations will be cancelled.

POSTING POLICY

Advertisements (posters, flyers, announcements, etc.) may be placed on tack strips and bulletin boards ONLY.

Lander University has a strict nonsolicitation policy and as such, outside organizations, agencies or businesses are NOT allowed to post flyers on campus. This includes, but is not limited to, posters, flyers, windshield flyers, handbills, etc. Outside agencies are permitted to advertise in approved university publications, magazines, etc. **Lander students, faculty and staff are the only persons allowed to post materials on campus.**

All posters, flyers, announcements, etc., must be approved and stamped by the Office of Student Activities to be posted on campus. Organizations not in good standing will not be allowed to post any materials on campus.

The use of sidewalk chalk must **first** be approved by the Office of Student Activities.

Items being posted may be no larger than eight feet wide and four feet long in size and must not cover air vents when hung.

Additional rules for the posting policy are as follows:

1. All posters, flyers, announcements, etc., must include the organization's name or department name who is sponsoring the event, time of the event and place of the event.
2. Events may not be publicized until the facility request is approved and the sponsoring group receives a room confirmation.
3. Banners will be hung in consultation with the Office of Student Activities and may only be posted 10 days prior to the event the banner is advertising. Banners are defined as anything larger than 20 inches by 28 inches in size.
4. Space requests for banners will be taken on a first come, first served basis and no space is guaranteed.
5. Off-campus events may NOT be advertised on campus unless the event is directly connected with a particular university division OR if the event is an organization-sponsored fundraiser for a philanthropy (car wash, etc.) **Social events may not be advertised, even for a philanthropy.** The organization/division name must be identified on the flyer/banner and must be approved and stamped by the Student Activities office.
6. Flyers, banners, posters, announcements, etc., may not use alcohol to advertise an event or publicize an event where alcohol is being served.

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7. Sexually explicit or otherwise suggestive flyers or banners will not be approved.

The following sanctions may apply for failure to comply with the posting policy:

1. First offense — Letter from the director of Student Activities outlining the posting policy and the nature of the infraction and/or a possible \$50 fine;
2. Second offense — Suspension of posting privileges for one year;
3. Third offense — Suspension of organization charter.

CITY OF GREENWOOD ORDINANCE ON HANDBILLS

Sec. 18-35. Definitions.

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them:

Handbill. Any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper, booklet or any other printed or otherwise reproduced original or copies of any matter of literature.

Newspaper. Any newspaper of general circulation as defined by general law, any newspaper duly entered with the Post Office Department of the United States, in accordance with federal statute or regulation, and any newspaper filed and recorded with any recording officer as provided by general law; and in addition thereto, shall mean and include any periodical or current magazine regularly published with not less than four issues per year and sold to the public, and shall mean and include any other copyrighted material.

Vehicle. Every device in, upon or by which any person or property is or may be transported or drawn upon a highway, including devices used exclusively upon stationary rails or tracks.

Sec. 18-36. Exemption of mail and newspapers.

The provisions of this article shall not apply to the distribution of mail by the United States, nor to newspapers, except that newspapers shall be placed on private property in such a manner as to prevent their being carried or deposited by the elements upon any street, sidewalk or other public place or upon private property.

Sec. 18-37. Permit required.

It shall be unlawful for any person to deliver, hand out,

distribute or otherwise circulate, except by United States Postal Service, or to cause to be delivered, handed out, distributed or otherwise circulated, except by United States Postal Service, any handbill, circular, poster, pamphlet or similar written matter upon any street, sidewalk or in any public place within the city without obtaining a permit therefore.

Sec. 18-38. Application for permit.

Any person desiring to deliver, hand out, distribute or otherwise circulate any handbill, circular, poster, pamphlet or similar written material upon any street, sidewalk or other public place within the city, shall first make application in writing, with a copy of the proposed handbill, circular, poster or pamphlet to be distributed or circulated attached thereto, to the mayor and the municipal clerk for permission to do so; and the mayor and chief of police are hereby authorized and empowered to consider and act upon such application, and to either grant or deny the permit applied for. The decision of the mayor and chief of police in regard to the same shall be final.

Sec. 18-39. Inhabited private premises.

No person shall throw, deposit or distribute any handbill in or upon private premises which are inhabited, except by handing or transmitting any such handbill directly to the owner, occupant or other person then present in or upon such private premises; provided, however, that, in case of inhabited private premises which are not posted, such person, unless requested by anyone upon such premises not to do so, may place or deposit any such handbill in or upon such premises if such handbill is so placed or deposited as to secure or prevent such handbill from being blown or drifted about such premises or sidewalks, streets or other public places, and except that mailboxes may not be so used when so prohibited by federal postal law or regulation.

Sec. 18-40. Prohibited where properly posted.

No person shall throw, deposit or distribute any handbill upon any private premises, if requested by anyone thereon not to do so, or if there is placed on such premises a sign bearing the words: No Trespassing, No Peddlers or Agents, No Advertisement, or any similar notice, indicating in any manner that the occupants of such premises do not wish to have their right of privacy disturbed, or to have any handbills left upon such premises.

Sec. 18-41. Depositing on uninhabited or vacant premises.

It shall be unlawful for any person to throw or deposit any handbill in or upon any private premises which is uninhabited or vacant.

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Sec. 18-42. Placing on vehicles.

No person shall throw or deposit any handbill in or upon any vehicle.

Sec. 18-43. Restricted in public places.

It shall be unlawful for any person to hand out or distribute or sell any handbill in any public place; except that a handbill may be personally delivered to any person willing to accept the same.

SOCIAL EVENTS

The following policies have been adopted to protect Lander University students and property. These policies pertain to any social events held by student organizations on the Lander University campus. Failure to abide by these policies could result in disciplinary action as outlined in the Lander University Student Handbook.

4. Social activities may not be advertised in the Greenwood community as open to the general public. The faculty/staff adviser must be present at all times during dances or similar social functions.
5. Social events, dances and other entertainment activities will require the completion of a University Police security form two weeks prior to the event for police coverage.
6. Charges may be made for custodial services, University Police, building use fee and other services as needed for fundraisers.
7. All parties/dances sponsored by student organizations must be held in the Sproles Recreation Center of the campus unless special permission has been obtained from the director of Student Activities to hold the event in another location. Sproles Recreation Center has a maximum capacity of 200 people.
8. The check-in table for the event must be located at the front entrance of Sproles and it must be supervised by the adviser (or designated faculty/staff person), a University Police officer and one student at all times.
9. All persons entering the event must have a valid picture ID. Only Lander University students and their guests (one guest per student) will be permitted to enter the event. Students and their guests must surrender their picture ID at the door. Lander University students are responsible for the conduct of their guests. No one under the age of 18 will be admitted unless he or she is a Lander University student or specifically approved by the adviser.
10. No alcohol will be served or brought into any student event unless prior permission is granted by the Office of Student Activities.
11. The sponsoring organization and University Police will deny entrance to any person who is deemed to be under the influence of drugs or alcohol.
12. No weapons of any kind will be permitted at events. For safety reasons, University Police may use handheld metal detectors to check for items that are in violation of university, city, state or federal regulations.
13. The sponsoring organization will be required to hire and pay for one or more University Police officers. University Police, in conjunction with the director of Student Activities, will determine the number of officers necessary to ensure the safety of those attending the event. The rate will be \$25 per hour per officer.
14. The sponsoring organization will be responsible for monitoring the party area and surrounding areas and reporting any problems immediately to the adviser or a designated faculty/staff member. Any vandalism that occurs during or immediately following the event will be the responsibility of the sponsoring organization (if the person who is responsible for the vandalism is not identified).
15. The sponsoring organization will be responsible for cleaning up the area (including the bathrooms and the parking lot) after the event.
16. The adviser or designated faculty/staff member must be present for the entire dance/party.
17. The sponsoring organization will identify three members to serve as event staff who will assist the adviser and University Police in supervision of the event.
18. Doors will not be opened until 30 minutes before the event. The adviser and University Police must be present for the doors to be opened.
19. University Police must be on duty 30 minutes before the event and at least 30 minutes after the event or until the crowd has left the building and parking lots.

REGISTERED STUDENT ORGANIZATIONS

20. Lights will be flashed 30 minutes before the end of the event and then turned on immediately at the end. Members of the sponsoring organization are to assist the adviser and University Police in clearing the building, parking lot and adjacent street parking.
21. Events must end at the agreed-upon time, but no later than 1:30 a.m. When deemed necessary, University Police and/or university staff reserve the right to close an event prior to the agreed-upon time.
22. Greek organizations are required to fill out a Social Event Registration Form and submit it to the Office of Student Activities for approval. The form can be found at: <http://digest.lander.edu/survey/TakeSurvey.aspx?SurveyID=84107m7>
Deadlines for this form:
NPC - 7 days before the event
IFC - 72 hours before the event
NPHC - 7 days before the event

CAMPUS DINING SERVICES

ARAMARK Dining Services has an exclusive contract to provide all of the university's food services, including food items for bake sales or for any other fundraising events. Nancy Goplerud, Dining Services director, and her staff provide professional event planning, food production, food safety and assurance in carrying out all food services on the Lander campus. Their services include operating the university dining hall, Burger Studio, and Which Wich, all located in the Grier Student Center, Starbucks in the Jackson Library, The Pod Express in the Carnell Learning Center, and providing catering services to the campus.

In regard to event planning, ARAMARK's professional staff works hard to ensure the success of each event. They will meet with the event planner as many times as necessary to discuss the tone and purpose of the event, menus and any special arrangements needed. Menus can be customized to any budget and range from basic to premium.

Food safety is a major concern for everyone. ARAMARK adheres to all local and state DHEC regulations for food production, transportation and storage. Their facilities are regularly inspected by the local agencies that monitor food safety and they maintain a grade A at all times.

Be assured that in order to minimize the likelihood someone is affected by a foodborne illness, ARAMARK uses only

vendors that have met strict requirements for food handling and transportation.

Please assist us in adhering to our exclusive food service contract with ARAMARK by contacting the Old Main Catering director at 388-8372 or www.oldmain.catertrax.com when your department or student organization is planning food for any event on campus.

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RIGHTS, RESPONSIBILITIES, AND REGULATIONS

Lander University recognizes that cocurricular activities and the participation in serving on committees of the university are an important part of the overall educational experience and thus promote the membership of students on various university committees. Students participate in the governance of the university by serving on the following university committees: Advisory Committee on the Disabled, Athletics Committee, Cocurricular Programs Committee, EXPO Advisory Committee, Lander Health Advisory Committee, Parking and Traffic Committee, Public Safety Committee, Retention Council and Student Life Council. These students are appointed by the president upon the recommendation of the vice president for Student Affairs.

As citizens, Lander University students are entitled to enjoy the rights and freedoms afforded any citizens. This includes federal, state and city ordinances. Institutional authority is never to be used to duplicate the function of general laws. Only where the university's interest as an academic community is distinctly and clearly involved, should the special authority of the university be asserted.

The students at Lander University are responsible for meeting the requirements of a course of study according to the standards and procedures established by the faculty.

Students are encouraged toward active learning, open inquiry and the free expression of informed opinion. The academic evaluation of a student is based strictly on his or her performance in the classroom.

STUDENT COMPLAINTS AND INQUIRIES

Consistent with our mission statement of being "grounded in the belief that education is a liberating force which makes it possible for the individual to live a life of meaningful activity, of personal satisfaction, and of service to others as a neighbor and a citizen," we are committed to providing students access and assistance to resources if a concern, complaint or appeal arises. The vice president for Student Affairs or appointed designee provides assistance to any student with a complaint by helping the student determine the nature of the complaint and by ensuring the student has recourse through the appropriate policies and procedures impacted by the complaint. Complaints for which there are no formalized committee structures or procedures are handled in an expeditious manner. In most situations, resolution should be sought through an informal process in which the student

discusses the complaint directly with the individual (faculty/staff/department representative) involved. These complaints generally follow the chain of command for resolution.

A student concerned about a policy or procedure of a particular department/division/college on campus being incorrectly or objectively followed has recourse by filing a complaint. Below are the steps in addressing a general complaint or inquiry for which there is no formalized committee structure or procedure.

Student Complaint and Inquiry Process

Protocol for instructional complaints:

1. Discuss issue directly with faculty member involved to resolve matter on an informal basis. If not resolved then;
2. Meet with department chair and faculty member to resolve issue on an informal basis. If not resolved then;
3. Meet with college dean to resolve issue. If not resolved then;
4. Complete and submit a student complaint and inquiry form to the vice president for Academic Affairs or designee.

Protocol for non-instructional complaints:

1. Discuss issue directly with person involved to resolve matter on an informal basis. If not resolved then;
2. Meet with supervisor (move up chain of command) to resolve issue on an informal basis. If not resolved then;
3. Continue to move up chain of command and meet with next higher level supervisor to resolve issue. If not resolved then;
4. Complete and submit a student complaint and inquiry form to the vice president for Student Affairs or designee.

If resolution for a complaint cannot be reached through the informal student complaint and inquiry process, then a choice to file a complaint form with the vice president complaint or Student Affairs (864-388-8239) or the vice president for Academic Affairs (864-388-8320) may be made. This form can be obtained from the Student Affairs' Web page at <http://www.lander.edu/student-affairs/overview> (click on complaints and inquiries and then on the student

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and inquiry form) or from the offices of Academic Affairs or Student Affairs.

Lander University Standing Committees for Complaints and Appeals:

Some types of complaints can be anticipated and are specifically addressed by standing committees or other administrative policies and procedures.

Complaints about instruction (particularly grades — grade appeals — and grading procedures) and the application of academic honors policy to candidates for graduation are handled according to the provisions of the Senate Grade and Judicial Appeals Committee.

Complaints generally related to improper personal student behaviors are dealt with according to the provisions of the Academic Honor Council, the Student Conduct office or the Student Life Council (Student Life Council Disciplinary Committee.) Unresolved appeals from the Honor Council or the Student Life Council are handled in accordance with the provisions of the Senate Grade and Judicial Appeals Committee.

Exceptions to academic policy are dealt with according to the provisions of the Admissions and Petitions Committee.

Complaints related to Americans with Disabilities' Act (ADA) compliance or similar issues are managed according to the provisions of the Advisory Committee of the Disabled. Complaints regarding student-specific accommodations not being provided are addressed according to the protocol for filing a complaint with the Office of Disabilities and by the Disabilities Accommodation Review Committee.

Complaints related to sexual harassment or harassment based on race, color, national origin, creed, religion, age, disability, sex, gender identity or sexual orientation are addressed according to the provisions described in the Lander University Manual for Administration and Staff and the student handbook.

Complaints related to the awarding of scholarships are dealt with according to the provisions of the Financial Aid Scholarships Committee.

Parking fine appeals are dealt with according to the provisions of the Parking and Traffic Committee; housing contract appeals are dealt with according to the provisions of the Housing Appeal Board.

CONDUCT AND DISCIPLINE

A Lander student is expected to show a respect for order and the rights of others, and to exemplify in their daily activities a sense of honor and integrity. Students are expected to assume responsibilities for their own conduct and that of their guest(s). The university reserves the right to discipline students whose conduct is such as to bring reproach upon the university. Students, upon voluntary registration at Lander, are expected to conform to all university regulations, federal and state laws and ordinances of the city of Greenwood. Enrollment as a student in no way exempts any person from penalty in case of violation of local, state or federal laws. Students who are penalized for violation of public laws are not exempt from further penalty by university authorities, if that public law is also a violation of university regulations.

Responsibility for good conduct rests with students as individuals. Student organizations have similar responsibilities for maintaining good conduct among their members and guests at activities they sponsor. All members of the university community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

The following statements constitute the official record of all general conduct rules and regulations at Lander University. Students are expected to abide by these regulations, and administrators, faculty and staff are expected to enforce them. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

Additional rules and regulations may be enacted during the year; announcements will be made upon adoption of the changes or additions.

General Laws

Students or student organizations involved in violations of any federal, state or local laws may be subject to disciplinary action. Any disciplinary action imposed by the university may precede and be in addition to any penalty imposed by an off-campus authority.

This section establishes the rules and regulations that all students and student organizations are expected to follow under the duty and corollary powers inherent in educational institutions to protect their education purposes through the setting of standards of student conduct and scholarship and through the regulation of the use of university facilities.

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Students and student organizations have a right to expect enforcement of these rules and regulations. The university also has the right to expect students and student organizations to abide by them, as this is of benefit to students as members of the university community. Knowledge of these rules and regulations can prove most beneficial to students and student organizations in utilizing and protecting their guarded rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is no ground for excusing infractions.

Scope of Application

The university may take disciplinary action for a violation of the student code of conduct when the offense takes place on university premises or at university-sponsored, endorsed, supported or related events which occur off campus, or when an offense which occurs off campus is such that in the judgment of the vice president for Student Affairs, failure to take disciplinary action is likely to interfere with the educational processes or orderly operation of the university, or endangers the health, safety or welfare of the university community.

LANDER UNIVERSITY STUDENT CONDUCT CODE

Article I: Definitions

1. The term university means Lander University.
2. The term student includes all persons taking courses at the university, either full time or part time, pursuing undergraduate, graduate or professional studies. Persons who withdraw after allegedly violating the student conduct code, who are not officially enrolled for a particular term but have a continuing relationship with the university or who have been notified of their acceptance for admission, are considered students as are persons who are living in university residence halls, whether or not enrolled at this time. The student conduct code does apply at all locations of the university.
3. The term faculty member means any person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.
4. The term university official includes any person employed by the university, performing assigned administrative or professional responsibilities.

5. The term member of the university community includes any person who is a student, faculty member, university official or any other person employed by the university. A person's status in a particular situation shall be determined by the vice president for Student Affairs.
6. The term university premises includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the university (including adjacent streets and sidewalks).
7. The term organization means any number of persons who have complied with the formal requirements for university recognition/registration. Although not all acts of individual group members can or should be attributable to the group, any group or collection of its members acting in concert should be held responsible for its actions. In determining whether a group may be held collectively responsible for the individual actions of its members, all of the circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, groups will be held responsible for the acts of their members when those acts grow out of, or are in any way related to group life.

Isolated violations of individuals should not be chargeable to the group, but evidence of group conduct exists when:

- a. Members of the group act in concert to violate university standards of conduct.
 - b. A violation arises out of a group-sponsored, financed or endorsed event.
 - c. A group leader(s) has knowledge of the incident before it occurs and fails to take corrective action.
 - d. The incident occurs on the premises owned or operated by the group.
 - e. A pattern of individual violations is found to have existed without proper and appropriate group control, remedy or sanction.
 - f. Members of a group act in concert, or the organization provides the impetus for violation of university rules and regulations.
8. The term student conduct board means any person or persons authorized by the vice president for Student Affairs to determine whether a student has violated the

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student conduct code and to recommend sanctions that may be imposed when a rules violation has been committed.

9. The term student conduct administrator means a university official authorized on a case-by-case basis by the vice president for Student Affairs to impose sanctions upon any student found to have violated the student conduct code. The vice president for Student Affairs may authorize a student conduct administrator to serve simultaneously as a student conduct administrator and as the sole member, or one of the members, of the student conduct board. The vice president for Student Affairs may authorize the same student conduct administrator to impose sanctions in all cases.
10. The term appellate board means any person or persons authorized by the vice president for Student Affairs to consider an appeal from a student conduct boards' determination as to whether a student has violated the student conduct code or from the sanctions imposed by the student conduct administrator.
11. The term shall is used in the imperative sense.
12. The term may is used in the permissive sense.
13. The vice president for Student Affairs is that person designated by the university president to be responsible for the administration of the student conduct code.
14. The term policy means the written regulations of the university as found in, but not limited to, the Lander University Student Handbook, the student conduct code, residence hall contract, Guide to Community Living, the university Web page and computer use policy, and graduate/undergraduate catalogs.
15. The term cheating includes but is not limited to:
 - a. Use of any unauthorized assistance in taking quizzes, tests or examinations;
 - b. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
 - c. The acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff;
 - d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

16. The term plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the acknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
17. The term complainant means any person who submits a charge alleging that a student violated this student conduct code. When a student believes that she/he has been a victim of another student's misconduct, the student who believes she/he has been a victim will have the same rights under this student conduct code as are provided to the complainant, even if another member of the university community submitted the charge itself.
18. The term accused student means any student accused of violating this student conduct code.

Article II: Student Code Authority

1. The student conduct administrator shall determine the composition of student conduct boards, appellate boards, and determine which student conduct board, student conduct administrator and appellate board shall be authorized to hear each matter.
2. The vice president for Student Affairs shall develop policies for the administration of the student conduct system and procedural rules for the student conduct board hearings that are not inconsistent with provisions of the student conduct code.
3. Decisions made by the student conduct board and/or student conduct administrator shall be final, pending the normal appeal process.

Article III: Proscribed Conduct

1. Jurisdiction of the university student conduct code is determined by the office of the vice president for Student Affairs.
2. Conduct rules and regulations

Any student found to have committed or attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- a. Acts of dishonesty, including but not limited to the following:

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- i. Furnishing false information to any university official, faculty member or office;
 - ii. Forgery, alteration, misuse of any university document, record or instrument of identification.
- b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or other authorized nonuniversity activities when the conduct occurs on university premises.
- c. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
- d. Attempted or actual theft of and/or damage to property of the university or property of a member of the university community or other personal or public property, on or off campus.
- e. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property. Hazing is a very serious offense; university students and student organizations should not condone or engage in hazing of any kind. Hazing is not only a violation of university regulations, but state law as well. Hazing is defined as any action taken or situation created intentionally, whether on campus or off campus premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form, creation of excessive fatigue, physical and psychological shocks, quest, treasure hunts, scavenger hunts, road trips or any other such activities carried on in or outside the confines of the campus or an off-campus location. This would also include wearing apparel in public which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, late work sessions which interfere with scholastic activities and any other activities which are not consistent with the regulations and policies of Lander University.
- f. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- g. Unauthorized possession, duplication or use of keys to any university premises or unauthorized entry to any university premises.
- h. Violation of any university policy, rule or regulation published in hard copy or available electronically on the university website.
- i. Violation of any federal, state or local law.
- j. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.
- k. Use, possession, manufacturing or distribution of alcoholic beverages (except as expressly permitted by university regulations) or public intoxication; alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under 21 years of age.
- l. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on university premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- m. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the university and/or infringes on the rights of other members of the university community, leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- n. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.
- o. Conduct that is disorderly, lewd or indecent, breach of peace, or aiding, abetting or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in, by the university or members of the academic community. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on university premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room or restroom.

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- p. Theft or other abuse of computer facilities and resources, including but not limited to:
 - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose;
 - ii. Unauthorized transfer of a file;
 - iii. Use of another individual's identification and/or password;
 - iv. Use of computing facilities and resources to interfere with the work of another student, faculty member or university official;
 - v. Use of computing facilities and resources to send obscene or abusive messages;
 - vi. Use of computing facilities and resources to interfere with the normal operation of the university computing system;
 - vii. Use of computing facilities and resources in violation of copyright laws;
 - viii. Any violation of the university computer use policy.
 - q. Abuse of the student conduct system, including but not limited to:
 - i. Failure to obey the notice from a student conduct board or university official to appear for a meeting or hearing as part of the student conduct system;
 - ii. Falsification, distortion or misrepresentation of information before a student conduct board;
 - iii. Disruption or interference with the orderly conduct of a student conduct board proceeding;
 - iv. Institution of a student conduct code proceeding in bad faith;
 - v. Attempting to discourage an individual's proper participating in, or use of, the student conduct system;
 - vi. Attempting to influence the impartiality of a member of a student conduct board prior to, and/or during the course of, the student conduct board proceeding;
 - vii. Harassment (verbal or physical) and/or intimidation of a member of a student conduct board prior to, during and/or after a student conduct code proceeding;
 - viii. Failure to comply with the sanction(s) imposed under the student conduct code;
 - ix. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
 - r. Students are required to engage in responsible social conduct that reflects credit upon the university community and to model good citizenship in any community.
3. Violation of law and university discipline
- a. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this student conduct code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this student conduct code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the vice president for Student Affairs. Determinations made or sanctions imposed under this student code shall not be subject to change because criminal charges arising out of the same facts (giving rise to violation of university rules) were dismissed, reduced or resolved in favor of or against the criminal law defendant.
- Article IV: Student Conduct Code Procedures
1. Charges and student conduct board hearings
- a. Any member of the university community may file charges against a student for violations of the student code of conduct. A charge shall be prepared in writing and directed to the student conduct administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within five days.
 - b. The student conduct administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively

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by mutual consent of the parties involved on a basis acceptable to the student conduct administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the student conduct administrator may later serve in the same matter as the student conduct board or a member thereof. If the student admits violation of institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s),

- c. All charges shall be presented to the accused student in written form. A time shall be set for a student conduct board hearing, not less than three (unless written permission from the charged student) nor more than 15 calendar days after the student has been notified. Maximum time limits for scheduling of student conduct board hearings may be extended at the discretion of the student conduct administrator.
- d. Student conduct board hearings shall be conducted by a student conduct board according to the following guidelines except as provided by article IV (A) (7) below:
 - i. Student conduct board hearings normally shall be conducted in private.
 - ii. The complainant, accused student and their advisers, if any, shall be allowed to attend the entire portion of the student conduct board hearing at which information is received (excluding deliberations). Admission of any other person to the student conduct board hearing shall be at the discretion of the student conduct board and/or its student conduct administrator.
 - iii. In student conduct board hearings involving more than one accused student, the student conduct administrator, in his or her discretion, may permit the student conduct board hearings concerning each student to be conducted either separately or jointly.
 - iv. The complainant and the accused student have the right to be assisted by an adviser they choose, at their own expense. The adviser must be a member of the university community and may not be an attorney. The complainant

and/or the accused student is responsible for presenting his or her own information and, therefore, advisers are not permitted to speak or to participate directly in any student conduct board hearing. A student should select as an adviser a person whose schedule allows attendance at the scheduled date and time for the student conduct board hearing; delays will not normally be allowed due to the scheduling conflicts of an adviser.

- v. The complainant, the accused student and the student conduct board may arrange for witnesses to present pertinent information to the student conduct board. The university will try to arrange the attendance of possible witnesses who are members of the university community, if reasonably possible, and who are identified by the complainant and/or accused student at least two week days prior to the student conduct board hearing. Witnesses will provide information to and answer questions from the student conduct board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the student conduct board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the student conduct board.
- vi. Pertinent records, exhibits and written statements (including student impact statements) may be accepted as information for consideration by a student conduct board at the discretion of the chairperson.
- vii. All procedural questions are subject to the final decision of the chairperson of the student conduct board.
- viii. After the portion of the student conduct board hearing concludes in which all pertinent information has been received, the student conduct board shall determine (by majority vote if the student board consists of more than one person) whether the accused student has violated

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each section of the student conduct code which the student is charged with violating. The student conduct board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the student conduct code.

- ix. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student code proceedings.
- x. Specially relating to Title IX cases, the student conduct board will consist of three to five members, all faculty/staff. The accused student and/or the accusing party may elect to have an adviser present throughout the duration of the hearing. With regard to a Title IX related incident, the adviser may be an attorney. The attorney will only be allowed to advise the student and will not be allowed to actively participate in the administrative proceedings. Reference due process procedures, 1-12, as outlined on page [102-103](#).

Note: Proceeding — is defined as the elected due process procedures of the accused student. A proceeding does not include communications and meeting between officials and victims concerning accommodations or protective measures to be provided to a victim.

Result — is defined as the final outcome of the proceeding.

*These provisions do not constitute a violation of section 444 of the General Education Provisions Act, commonly referred to as FERPA.

- e. There shall be a single verbatim record, such as a tape recording of all student conduct board hearings before a student conduct board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the university.
- f. If an accused student, with notice, does not appear before a student conduct board hearing, the information in support of the charges shall be presented and considered even if the accused student is not present.
- g. The student conduct board may accommodate concerns for the personal safety, well-being and/

or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, videotape, audio tape, written statement, or other means, when determined (in the sole judgment of the vice president for Student Affairs) to be appropriate.

2. Sanctions

- a. The following sanctions may be imposed upon any student found to have violated the student conduct code:

- i. Warning — A notice in writing to the student that the student is violating or has violated institutional regulations.
- ii. Probation — A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- iii. Loss of privileges — Denial of specified privileges for a designated period of time.
- iv. Fines — Previously established and published fines may be imposed.
- v. Restitution — Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- vi. Discretionary sanctions — Work assignments, essays, service to the university or other related discretionary assignments.
- vii. Residence hall suspension — Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- viii. Residence hall expulsion — Permanent separation of the student from the residence halls.

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- ix. University suspension — Denial of enrollment, attendance and other privileges at the university for a specified period of time; permission to apply for admission upon termination of the period may be granted with or without conditions/restrictions. Students may be required to complete a period of disciplinary probation upon their return to the university.
 - x. Expulsion — Dismissal from the university without the ability to apply for re-admittance.
 - xi. Revocation of admission and/or degree — Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - xii. Withholding degree — The university may withhold awarding a degree otherwise earned until the completion of the process set forth in this student code of conduct, including the completion of all sanctions imposed, if any.
- b. More than one of the sanctions listed above may be imposed for any single violation.
 - c. Other than university expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, university suspension, university expulsion, or revocation or withholding of a degree, upon application to the student conduct administrator. Cases involving the imposition of sanctions other than residence hall expulsion, university suspension, university expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record seven years after final disposition of the case.

In situations involving both an accused student(s) (or group or organization) and student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education

records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

- d. The following sanctions may be imposed upon groups or organizations:
 - i. Those sanctions listed above in article IV(B)(1) (a)-(c);
 - ii. Loss of selected rights and privileges for a specified period of time;
 - iii. Deactivation. Loss of all privileges, including university recognition, for a specified period of time.
- e. In each case in which a student conduct board determines that a student and/or group or organization has violated the student code, the sanction(s) shall be determined and imposed by the student conduct administrator. In cases in which persons other than, or in addition to, the student conduct administrator have been authorized to serve as the student conduct board, the recommendation of the student conduct board shall be considered by the student conduct administrator in determining and imposing sanctions. The student conduct administrator is not limited to sanctions recommended by members of the student conduct board. Following the student conduct board hearing, the student conduct board and the student conduct administrator shall advise the accused student, group and/or organization (and a complaining student who believes he/she was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

3. Interim Suspension

- a. Interim suspension may be imposed only:
 - i. To ensure the safety and well-being of members of the university community or preservation of university property;
 - ii. To ensure the student's own physical or emotional safety and well-being; or
 - iii. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.

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b. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the vice president for Student Affairs or the student conduct administrator may determine to be appropriate.

c. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct board hearing, if required.

4. Minimum Sanctioning for Specified Policy Violations

Due to the seriousness of certain policy violations, the university reserves the right to establish minimum penalties. Sanctions may be imposed by the university conduct officer or the Student Life Disciplinary Committee if a student is found guilty.

a. Assault and Battery — One year disciplinary probation, loss of privilege to live on campus, anger management.

b. Fighting — One year disciplinary probation, loss of privilege to live on campus, anger management.

c. Life Threatening/Bodily Harm with Means to do so — One year disciplinary probation, loss of privilege to live on campus, anger management.

d. Possession of Illegal Substances on university property or within proximity — One year disciplinary probation, loss of privilege to live on campus, assessment required.

e. Theft (including identity theft) — One year disciplinary probation, loss of privilege to live on campus.

f. Sexual Assault — Suspension from the university.

g. Sexual Harassment — One year disciplinary probation, counseling.

h. Stalking — One year disciplinary probation, loss of privilege to live on campus, counseling.

i. Hate Crime — Suspension from the university.

5. Sanctions Imposed for Alcohol Violations (includes possessions or consumption).

Diversion Program — YES

a. 1st Offense — One year disciplinary probation, on-campus assessment, documentation of successful program completion, parental notification

Diversion Program — NO

a. 1st Offense — One year disciplinary probation, on-campus assessment, \$100 fine, eight hours of community service, online alcohol awareness class, parental notification

b. 2nd Offense — Extended disciplinary probation period, off-campus assessment, loss of visitation for six to eight weeks, 16 hours of community service, \$100 fine, educational sanction, parental notification

c. 3rd Offense — All sanctions from previous incidents remain in effect, loss of privilege to live on campus for a period to be determined, parental notification

6. Appeals

a. A decision reached by the student conduct board or a sanction imposed by the student conduct administrator may be appealed by the accused student or complainant to an appellate board within three school days of the decision. Such appeals shall be in writing and shall be delivered to the student conduct administrator or his or her designee.

b. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the student conduct board hearing and supporting documents for one or more of the following purposes:

i. To determine whether the student conduct board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the student code was violated, and giving the accused student a reasonable opportunity to prepare designated procedures will not be a basis for sustaining an appeal unless significant prejudice results;

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- ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the student code occurred;
 - iii. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original student conduct board hearing.
- c. If an appeal is upheld by the appellate board, the matter shall be returned to the original student conduct board and student conduct administrator for re-opening of student conduct board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

Article V: Interpretation and Revision

1. Any question of interpretation or application of the student code shall be referred to the vice president for Student Affairs or his or her designee for final determination.
2. The student code shall be reviewed every five years under the direction of the student conduct administrator. The next review is set for 2017.

ADDITIONAL RULES AND REGULATIONS

Attempting, Abetting or Being an Accessory

Attempting, abetting or being an accessory to any act prohibited by the General Student Conduct Regulations shall be considered the same as a completed violation.

Damage to Property

Damage to or destruction of property owned or operated by the university, its students, faculty, administration and staff, or actions that have the potential for such damage or destruction is prohibited. Conduct which threatens to damage, or creates hazardous conditions such as dropping, throwing or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited. This includes, but is not limited to, unauthorized application of graffiti, paint, etc., to property.

Trespassing

The university reserves the right, in its sole discretion, to forbid access to any person to any part of the university campus, whether such campus location is owned by the university, owned by the Lander Foundation or any of its subsidiaries but used by the university or is under lease to the university, specifically including but not limited to the student's residence hall, apartment, parking lot or individual residence hall room.

Sec. 18-118. Trespass —Prohibited.

It shall be unlawful for any person to enter upon the premises of any other person except for lawful or business purposes; provided that due notice forbidding trespassing upon such premises shall have first been given orally or by a conspicuously posted notice; provided further that this section shall not apply to invitees or licensees. (Code 1968, 23-60)

Sec. 18-119. Same — After warning.

It shall be unlawful for any person to enter into the dwelling house, place of business or on the premises of another person and fail and refuse to leave immediately upon being ordered or requested to do so by the person in possession or his agent or representative. (Code 1968, 23-61)

Harm to Persons

Actions which result in physical harm, have the potential for physically harming another person, create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm to persons or creates hazardous conditions for persons, such as dropping, throwing or causing objects or substances to fall from windows, doors, ledges, balconies or roofs is also prohibited.

Creating a Fire Hazard

No person shall start a fire or create a fire hazard on Lander University property. Willful damage to property shall be prosecuted as arson when appropriate. This regulation is also intended to prohibit the possession and/or use of candles, torches, incense burners, other open flame apparatus, as well as extension cords and other devices or materials which may create a fire hazard if used without authorization or in unauthorized areas including, but not limited to, residence hall rooms.

Misuse of Fire Alarms and Safety Equipment

The sounding of false alarms and tampering with or damaging fire fighting or safety equipment including fire extinguishers,

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fire hoses, exit signs, fire doors and the alarm system are prohibited. Those suspected of such offenses are subject to criminal prosecution, eviction from university housing and/or separation from the university.

Any time a fire alarm sounds, all persons are to leave buildings immediately and congregate outside buildings until advised to return to buildings by university officials. Failure to leave buildings may result in fines and/or other disciplinary actions. ELEVATORS ARE NOT TO BE USED AT ANY TIME A FIRE ALARM IS ACTIVATED.

Interfering with Video Security Equipment

No person shall interfere with the operation of any video security equipment. This is to include moving, obscuring, disconnecting, or in anyway causing a video security camera not to view it's intended area. No person shall cause any video security monitor or recording device not to operate properly, such as (but not limited to) disconnecting, turning off, moving or covering up. This does not apply to authorized persons in performance of their duties.

Flammable Materials and Fireworks

The ignition or detonation of anything which could cause damage by fire, explosion or similar means to persons or property, or possession of anything in the nature of fireworks or explosives, is prohibited on any property owned or operated by the university.

Weapons/Firearms

Firearms and dangerous weapons of any type are not permitted in the residence halls or other university facilities, except when carried by law enforcement officers within their jurisdictions. Possession of a firearm on campus is a felony within South Carolina. Intentional use, possession or sale of firearms or other dangerous weapons by students are strictly forbidden and violate university policy and state law. Violations can result in arrest and confiscation/destruction of the weapon/ammunition/prohibited item. Other weapons of any kind (including but not limited to dirk, slingshots, metal knuckles, razors, BB guns, air guns, hatchets, bows/arrows, explosives, fireworks, dangerous/noxious chemical mixtures, incendiary devices, propelled missiles or other dangerous substances) are prohibited on campus.

Theft or Misappropriation

Theft of any kind, including seizing, receiving or concealing

property with knowledge that it has been stolen, is forbidden. Sale, possession or misappropriation of any property, including Lander University property, without the owner's permission, is also prohibited. Property that is found should be turned in to the lost and found department, located at the Lander University Police Department.

Unauthorized Sale of Textbooks

The sale of a textbook by any student who does not own the book is prohibited without prior written authorization from the owner of the book. Books that are found should be turned in to the lost and found department, located at the Lander University Police Department.

Disorderly Conduct

Individual or group behavior that interferes with the freedom of expression, movement or activity of others, or with the educational mission of the university, is prohibited. Such conduct includes, but is not limited to, unwelcome physical contact, harassment or classroom behavior that interferes with either: (1) the instructor's ability to conduct the class or instructional program; or (2) the ability of other students to profit from the class or instructional program.

Additionally, speech or behavior that materially and substantially disrupts the classroom learning environment will not be tolerated. Disciplinary action resulting from disruptive speech or behavior may include, but is not limited to, temporary or permanent removal from class with possible loss of credit.

Disorderly conduct includes any action that disrupts the peace. It includes, but is not limited to, assault, misconduct, threats to personal safety, fighting, throwing dangerous objects, throwing any object in the university dining facility or from the window of a university housing facility, making excessive noise, and any other type of disruption or conduct interfering with the rights and opportunities of those who attend the university for the purposes for which the university exists.

Just as a student does not lose citizenship rights upon enrolling at Lander, the student also does not become immune to society's obligations and laws or to the responsibilities of daily living in a broader society. In general, the behavioral norms expected of the university student are those of common decency and decorum, recognition of and non-infringement upon the rights and property of others and of the university, honesty in academic works and all other activities and observance of local, state and federal laws.

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When students enter the university community, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purpose of the university. Student conduct, therefore, is not considered in isolation within the university community but as an integral part of the education process. All students are expected to know and abide by this code of student conduct. Ignorance is no excuse.

Hazing Policy

Hazing is a very serious offense; Lander University students and student organizations should not condone or engage in hazing of any kind. Hazing is not only a violation of university regulations, but state law as well. Hazing is defined as any action taken or situation created intentionally, whether on campus or off campus premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form, creation of excessive fatigue, physical and psychological shocks, quest, treasure hunts, scavenger hunts, road trips or any other such activities carried on in or outside of the confines of the campus or an off-campus location. This would also include wearing apparel in public which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, late work sessions which interfere with scholastic activities and any other activities which are not consistent with the regulations and policies of Lander University.

Misuse of University Documents

Forgery, alteration or misuse of any university document or record is forbidden including, but not limited to, furnishing false information or withholding material information from the university processes or procedures.

Misuse of University Student Identification Cards

Using another students' ID or a fraudulent ID card and/or failure to present a student ID when requested by a university official acting in the performance of his or her duties may subject the owner and/or the holder to disciplinary and/or civil actions.

Failure to Comply with Official Requests

Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of university officials in the performance of their duties. Students are expected to appear at disciplinary hearings

in order to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may also be considered failure to comply with an official request. The definition of university officials in this regulation includes students who serve as staff in the residential halls.

Harassment

Harassment is conduct that creates or attempts to create an intimidating, hostile or offensive environment for another person. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten, harm or intimidate a person, or any other form of unwanted contact.

Unauthorized Presence/Use of University Facilities

Unauthorized entry into, presence in or use of university facilities, equipment or property which has not been reserved or accessed through appropriate university officials is prohibited.

Misuse of Keys

No person may use or possess any university key or access card without proper authorization. No student is allowed under any condition to have a university key or access card duplicated. Loaning a residence hall room key or access card to a person not assigned to that room may be considered a violation of this regulation.

Quiet Hours and University Noise Code

All students are expected to respect the rights of others by refraining from making loud noises or causing other disturbances that interfere with study or sleep. All residents are expected to respect 24-hour courtesy hours. If a student makes a reasonable request of another student to be less noisy, that student should comply. Quiet hours are in effect from 10 p.m.–10 a.m. Sunday through Thursday. On Friday and Saturday, quiet hours are from 12 a.m. midnight–10 a.m. One week prior to and during exam week, quiet hours are extended to 24 hours. This regulation also applies to residence hall and area lobbies. In the event that a group makes a disturbance (card or game playing, watching TV or yelling loudly), staff may request violators to leave immediately. **Note: All sound systems and stereos must be kept inside and speakers must be kept out of window areas, balconies, etc. Musical instruments may be used in the residence halls for properly scheduled events. Music students and band members are**

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expected to use practice rooms available elsewhere on campus for practice sessions.

Disruptive Activity

No person or organization may interfere with, disrupt normal activity and operations of, or promote the interference or disruption of students, faculty, administration, staff or the educational mission of the university or its buildings, equipment or facilities. Any form of expression that materially interferes with such activities and operations or invades the rights of persons may be proscribed or prohibited.

Noncompliance with reasonable time, place or manner restrictions on expression is considered a violation of this section. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to profit from the class or program.

NOTE: To remain in the vicinity of activity which threatens to disrupt or is disrupting normal university functions may have serious legal and disciplinary implications. Bystanders, if their presence incites or adds to the disruption, as well as more active participants in the disruptive activity, may be charged with jointly engaging in an enterprise which is prohibited by law. Students should accordingly avoid the scene of any disruptive or potentially disruptive action. In any case, failure to leave when asked to disperse by university or law enforcement officials will result in disciplinary and/or legal action.

NOTE: In any case wherein students of Lander University are involved in action which is disruptive of the normal activities of the institution or its personnel, or which exceeds the bounds of normal internal discipline in its impact, the board of trustees may exercise its right to name a special hearing board, committee or officer to investigate the questioned action and to initiate appropriate disciplinary or other measures.

Pets

Pets will not be allowed into any university facility or athletic venue with the exception of service dogs.

Otherwise, in keeping with city ordinances, individuals who bring a dog to campus are expected to keep the dog on a leash and under control at all times. In addition, excessive, continuous, or untimely barking, etc., shall be deemed a nuisance.

City ordinances concerning pets and pet control are as follows:

Sec. 4-19 Running at large and unrestrained– Prohibited.

No owner or keeper of any dog shall permit such dog to run at large or unrestrained at any time. All dogs shall be kept under restraint at all times.

Sec. 4-25 Owner to exercise proper care and control.

No owner shall fail to exercise proper care and control of his dog or to permit such dog to disturb the peace and quiet of the neighborhood. Excessive, continuous or untimely barking, molesting pedestrians, garbage collectors or other persons, chasing vehicles, habitually attacking other domestic animals, trespassing upon public or private property in such manner as to damage the same shall be deemed a nuisance.

Misuse of Telephones and/or other Communication Technology

Students or student organizations involved in violations of any federal, state or local laws may be subject to disciplinary action. Disciplinary action imposed by the university may precede and/or be in addition to any penalty imposed by an off-campus authority. No student shall misuse or abuse, or assist in the misuse or abuse of communication equipment at the university. Such activity includes, but is not limited to, using any form of communication equipment to harass or threaten any person, organization or the university. Communication equipment includes, but is not limited to, electronic mail, pagers, voice mail, beepers, computers, printers, etc.

Robbery

The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear is prohibited.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury is prohibited. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Attempts are included since it is not necessary that an injury result when a gun, knife or other weapon is used, which could and probably would result in serious personal injury if the crime were successfully completed.

Burglary

The unlawful entry of a structure to commit a felony or theft is prohibited. The use of force to gain entry is not required

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to classify an offense as burglary. Burglary in this program is categorized into three subclassifications: (1) forcible entry; (2) unlawful entry where no force is used; and (3) attempted forcible entry.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle is prohibited. This offense category includes the stealing of automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, etc. The definition excludes the taking of a motor vehicle for temporary use by those persons having lawful access.

Liquor Law Violations

Liquor law violations may include possession of alcohol by a minor, consumption of alcohol by a minor, public intoxication and others.

Drug Abuse Violations

Drug abuse violations may include a wide range of drug law violations such as illegal possession of a controlled substance, distribution of illegal drugs, trafficking of illegal drugs and others.

Violation of Residence Hall Regulations

Violation of any residence hall regulations, including visitation regulations, is prohibited. Students living in residence halls shall be held responsible for the action of their guests.

Failure to Comply with University Policies and Procedures

Failure to abide by any published university policy or procedure is prohibited.

ALCOHOL AND OTHER DRUGS — LAWS AND PENALTIES

Alcoholic beverages are not allowed in any Lander University residence halls or public campus areas without specific permission from the university administration. Public is defined as areas that are readily accessible to students, faculty, staff and guests on campus.

Consumption and possession is prohibited in all university residence hall facilities and grounds. To remain in the vicinity where alcohol and/or drugs are present even without

consuming or possessing is prohibited. This includes individual rooms, kitchens, decks, stairs, parking lots, athletic fields/courts and adjacent parking lots. See general policy on Alcohol and Other Drugs.

The unauthorized possession, use, manufacture, sale or distribution of any counterfeit, illegal, dangerous, designer or controlled drug or other substance is prohibited.

Lander University prohibits the unlawful use, possession, sale or distribution of alcohol and illegal drugs on the campus and property of Lander University, or during any function specifically sponsored by the university. Reporting to work or class under the influence of drugs or alcohol is strictly prohibited. Individuals violating this policy are subject to criminal prosecution as well as university disciplinary action up to and including separation from the university. Persons convicted in criminal court of illegal use, possession, sale or distribution of alcohol or drugs are subject to prison sentences up to life in prison, as well as substantial fines.

Lander University provides substance abuse counseling and referral services for any student or employee who wishes to use them. Such services are provided at no charge and in strict confidence.

In addition to individual counseling and referral services, Lander University provides educational programs which address the health risks and criminal sanctions associated with the use of drugs and alcohol.

This policy is subject to change to comply with local, state or federal laws pertaining to the possession and consumption of beer, wine or distilled spirits.

Because of the danger of drug abuse, Lander University does not condone drug use. The possession of stimulants, depressants, narcotics, or hallucinogenic drugs and other agents having potential for mental or physical abuse is prohibited, as is the selling, bartering, exchanging and giving away of such drugs to any person not intended to possess them. The use of drugs is governed by state and federal laws, and penalties for improper use or for obtaining the drug under improper circumstances are severe. Persons in violation of this policy are subject to disciplinary action which could result in probation, suspension or expulsion.

The university recognizes that the illicit use of drugs may reflect emotional problems and will assist a student who voluntarily reports to the Counseling office or Health Services for medical treatment.

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Federal penalties and sanctions for illegal possession of controlled substances are as follows:

21 U.S.C. 844 (a)

First conviction — Up to one year imprisonment and a fine of at least \$1,000 but no more than \$100,000 or both

After one prior drug conviction — At least 15 days in prison, not to exceed two years, and a fine of at least \$2,500 but no more than \$250,000 or both

After two or more prior drug convictions — At least 90 days in prison, not to exceed three years, and a fine of at least \$5,000 but no more than \$250,000 or both

Special sentencing provisions for possession of crack cocaine — A mandatory sentencing of at least five years in prison, not to exceed 20 years, and a fine of up to \$250,000 or both if:

1. First crack conviction and the amount of crack possessed exceeds 5 grams.
2. Second crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853 (a) (2) and 881 (a) (7)

There is a forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year of imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881 (a) (4)

There is forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 884 (a)

There is a civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853 (a)

There is a denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to one year for the first offense and up to five years for the second and subsequent offenses.

18 U.S.C. 922 (g)

The convicted person is ineligible to receive or purchase a firearm.

Marijuana:

Action: Illegal possession of one ounce or less (misdemeanor)

Penalty: First offense — Not more than 30 days and not less than \$100, nor more than \$570 and loss of drivers license

Subsequent offenses — Not more than one year and not less than \$200, or more than \$1,000

Action: Illegal possession of more than one ounce (Felony)

Penalty: First offense — Not more than 5 years and not more than \$5,000

Second offense — Not more than 10 years and not more than \$10,000

Subsequent offenses — Not less than five years nor more than 20 years and not more than \$20,000

Ice/Crank/Crack Cocaine:

Action: Illegal possession of less than one gram of cocaine, crack, crank or ice, or possession of less than 50 micrograms of LSD (Felony)

Penalty: First offense — Not more than five years and not less than \$5,000

Second offense — Not more than 10 years and not less than \$10,000

Subsequent offenses — Not less than 10 years or more than fifteen years and not less than \$15,000

Controlled Substances or Gamma Hydroxy Butyrate:

SC Code: 44-53-370 Prohibited Acts and Penalties

Subsection F

It shall be unlawful for a person to administer, distribute, dispense, deliver, or aid, abet, attempt, or conspire to administer, distribute, dispense or deliver a controlled substance or gamma hydroxy butyrate to an individual with the intent to commit one of the following crimes against that individual:

1. Kidnapping, Section 16-3-910
2. Criminal sexual conduct in the first, second or third degree, Sections 16-3-652, 16-3-653, and 16-3-654
3. Criminal sexual conduct with a minor in the first or second degree, Section 16-3-655
4. Criminal sexual conduct where victim is legal spouse (separated), Section 16-3-658
5. Spousal sexual battery, Section 16-3-615
6. Engaging a child for a sexual performance, Section 16-3-810
7. Committing lewd act upon child under 16, Section 16-15-140
8. Petit larceny, Section 16-13-30 (A)

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9. Grand larceny, Section 16-13-30

Subsection G

A person who violates subsection (f) with respect to:

1. A controlled substance classified in Schedule I (b) or (c) (44-53-190) (which is a narcotic drug or lysergic acid diethylamide (LSD), or in Schedule II (44-53-210) which is a narcotic drug is guilty of a felony, and, upon conviction, must be:
 - b. For a first offense, imprisoned not more than 20 years or fined not more than \$30,000, or both.
 - c. For a second offense, or if in the case of a first conviction of a violation of any provision of this subsection, the offender previously has been convicted of a violation of the laws of the United States or of any state, territory, or district relating to narcotic drugs, marijuana, depressant, stimulant or hallucinogenic drugs, imprisoned not less than five years nor more than 30 years, or fined not more than \$50,000, or both.
 - d. For a third or subsequent offense, or if the offender previously has been convicted two or more times in the aggregate of a violation of the laws of the United States or of any state, territory or district relating to narcotic drugs, marijuana, depressant, stimulant or hallucinogenic drugs, imprisoned not less than 15 years nor more than 30 years, or fined not more than \$50,000, or both.

Except in the case of conviction for a first offense, the sentence must not be suspended and probation must not be granted.

2. Any other controlled substance or gamma hydroxy is guilty of a felony and, upon conviction, must be:
 - a. For a first offense, imprisoned not more than 15 years or fined not more than \$25,000, or both.
 - b. For a second offense, or if in the case of a first conviction of a violation of any provision of this subsection, the offender previously has been convicted of a violation of the laws of the United States or of any state, territory or district relating to narcotic drugs, marijuana, depressant, stimulant or hallucinogenic drugs, imprisoned not more than 20 years or fined not more than \$30,000 or both.
 - c. For a third or subsequent offense, or if the offender

previously has been convicted two or more times in the aggregate of a violation of the laws of the United States or of any state, territory or district relating to narcotic drugs, marijuana, depressant, stimulant or hallucinogenic drugs, imprisoned not less than five years nor more than 25 years, or fined not more than \$40,000, or both.

Except in the case of conviction for a first offense, the sentence must not be suspended and probation must not be granted.

All drug convictions in South Carolina cause a suspension of the privilege to drive in South Carolina. Be aware that state drug laws are subject to change.

S.C. ALCOHOL BEVERAGE LAWS AND PENALTIES

Lander University permits the sale or use of alcoholic beverages only at limited, preapproved events. The serving of alcoholic beverages during any selected special events must be preapproved by the appropriate university officials and adhere to federal, state and local laws regarding the sale, distribution, possession and consumption of alcohol. Possession and consumption of beer, wine and distilled spirits is prohibited with the exception of approval on a per event basis. Applications for approval of these events are made through the office of the vice president for Student Affairs, and must be made at least two weeks in advance in order to secure the appropriate approval. Only students 21 years of age or more will be permitted to possess or consume beer, wine or distilled spirits at approved events.

The following is a partial list of 1989 South Carolina laws related to the illegal acquisition, possession and use of alcoholic beverages.

Liquor law violations may include possession of alcohol by a minor, consumption of alcohol by a minor, public intoxication and others. To remain in the vicinity where alcohol is present even without consuming or possessing it is prohibited.

Action: To purchase or possess beer or wine if you are under the age of 21

Penalty: A fine of \$262.50 and suspension of driver's license for 90 days for the first offense and six months for a second or subsequent offense

Action: To purchase or possess liquor if you are under the age of 21

Penalty: A fine of \$470 or imprisonment for up to 30 days and

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suspension of driver's license for 90 days for the first offense and six months for a second or subsequent offense

Action: To lie or give false information concerning age in order to obtain liquor

Penalty: A fine of \$470 or imprisonment for up to 30 days and suspension of driver's license for 90 days for the first offense and six months for a second or subsequent offense

Action: To possess an altered or invalid driver's license or personal identification card

Penalty: First offense — A fine of not more than \$470 or imprisonment for not more than 30 days

Second or subsequent offenses — A fine of not more than \$500 or imprisonment for not more than six months

Action: To give false information on an application to obtain a driver's license or personal identification card

Penalty: First offense — A fine of not more than \$262.50 or imprisonment for not more than 30 days

Second or subsequent offenses — A fine of not more than \$500 or imprisonment for not more than six months

Action: To alter a driver's license

Penalty: A fine of not more than \$2,500 or imprisonment for not more than six months or both

Action: To sell or issue a false driver's license

Penalty: A fine of up to \$2,500 or imprisonment of not more than six months or both

Action: To use someone else's driver's license or personal identification card

Penalty: A fine of \$262.50 or imprisonment for not more than 30 days. Suspension of driver's license for 90 days and a fine of up to \$500 or imprisonment for up to six months

Action: To give beer, wine or liquor to anyone under the age of 21

Penalty: A fine of \$470 or imprisonment for not less than 30 days. Suspension of driver's license for 90 days for the first offense and six months for a second or subsequent offense

Action: To have an open container of beer or wine in a moving vehicle of any kind, except in the trunk or luggage compartment

Penalty: A fine of not more than \$445 or imprisonment for not more than 30 days

Action: To have an open container of liquor anywhere except in a private residence, hotel or motel room, licensed mini bottle establishment, the baggage compartment of a vehicle or

a legally constituted private gathering

Penalty: A fine of not more than \$445 or imprisonment for not more than 30 days

Action: Public drunk — to be grossly intoxicated on any highway or at any public place or public gathering

Penalty: A fine of not more than \$160

Action: Sec. 18-84. Disorderly conduct — It shall be unlawful for any person within the city to engage in the following acts or conduct knowing or having reasonable grounds to know that it will tend to promote or provoke a disturbance, danger, alarm, disorder, assault, fight, brawl or nuisance:

1. Utter, while in the presence of others, any lewd or obscene epithets or make any lewd or obscene gestures with his hands or body.
2. Use fighting words directed toward another.
3. Knowingly and willfully engage in any overt physical conduct that interferes with another's pursuit of a lawful occupation or activity.
4. Without lawful permission, to congregate with another or others, in or on any public way, so as to impede the flow of vehicular or pedestrian traffic and refuse to clear such public way when ordered by the city police or other lawful authority.
5. In any public place or on any public way to accost or attempt to force his company upon any person against his/her will.
6. Commit an act in a violent and tumultuous manner toward another whereby that other is placed in danger of his/her life, limb or health.
7. Commit an act in a violent and tumultuous manner toward another whereby the property of any person is placed in danger of being destroyed or damaged.
8. Cause, provoke or engage in any fight, brawl or riotous conduct so as to endanger the life, limb, health or property of another.
9. Resist or obstruct the performance of duties by city police or any other authorized official of the city.
10. Incite, attempt to incite, or be involved in attempting to incite a riot.

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11. Address abusive language or threats to any member of the city police department, any other authorized official of the city who is engaged in the lawful performance of his duties, or any other person when such words have a direct tendency to cause acts of violence.
12. Damage or disturb public property or the property of another.
13. Make or cause to be made any loud, boisterous and unreasonable noise or disturbance to the annoyance of any other persons nearby to any public highway, road, street, lane, alley, park or square, whereby the public peace is broken or disturbed, or the traveling public annoyed.
14. Fail to obey a lawful order to disperse by a police officer, when known to be such an official, where one or more persons are committing acts of disorderly conduct in the immediate vicinity, or
15. Use abusive or obscene language or make an obscene gesture.

Penalty: A fine of not more than \$1,092.50 or imprisonment for not more than 30 days

Action: Sec. 10-11. Littering — No person on public or private property including, but not limited to, streets and sidewalks, and vacant or unoccupied lots or tracts of land within the city shall litter by willfully or negligently throwing or dropping any items such as bottles, cans, papers, wastes, rubbish, garbage or trash of any kind, or by unloading any refuse onto any area not authorized for refuse disposal.

Penalty: A fine of not more than \$1092.50 or imprisonment for not more than 30 days and five hours community service; defendant must appear in court.

Action: DUI — Driving under the influence of alcohol or other drugs; with a blood alcohol content (BAC) level of 0.08 percent or more, it may be inferred that the person was under the influence of alcohol. With a BAC less than 0.08 percent, the BAC may be considered with other evidence and the person may be charged with DUI.

Penalty:

1. It is unlawful for a person to drive a motor vehicle within this state while under the influence of alcohol to the extent that the person's faculties to drive a motor vehicle are materially and appreciably impaired, under the influence of any other drug or a combination of other drugs or substances which cause impairment to the extent that the person's faculties to drive a motor vehicle are materially and appreciably impaired, or under the combined

influence of alcohol and any other drug or drugs or substances which cause impairment to the extent that the person's faculties to drive a motor vehicle are materially and appreciably impaired. A person who violates the provisions of this section is guilty of the offense of driving under the influence and, upon conviction, entry of a plea of guilty or of nolo contendere, or forfeiture of bail must be punished as follows:

- a. For a first offense, by a fine of \$400 or imprisonment for not less than 48 hours nor more than 30 days; however, in lieu of the 48-hour minimum imprisonment, the court may provide for 48 hours of public service employment. The minimum 48 hour imprisonment or public service employment must be served at a time when the person is not working and does not interfere with his regular employment under terms and conditions the court considers proper. However, the court may not compel an offender to perform public service employment in lieu of the minimum 48-hour sentence. If the person's alcohol concentration is at least ten one-hundredths of 1 percent but less than sixteen one-hundredths of 1 percent, then the person must be punished by a fine of \$500 or imprisonment for not less than 72 hours nor more than 30 days. However, in lieu of the 72-hour minimum imprisonment, the court may provide for 72 hours of public service employment. The minimum 72-hour imprisonment or public service employment must be served at a time when the person is not working and does not interfere with his regular employment under terms and conditions as the court considers proper. However, the court may not compel an offender to perform public service employment in lieu of the minimum sentence. If the person's alcohol concentration is sixteen one-hundredths of 1 percent or more, then the person must be punished by a fine of \$1,000 or imprisonment for not less than 30 days nor more than 90 days. However, in lieu of the 30-day minimum imprisonment, the court may provide for 30 days of public service employment. The minimum 30-day imprisonment or public service employment must be served at a time when the person is not working and does not interfere with his regular employment under terms and conditions as the court considers proper. However, the court may not compel an offender to perform public service employment instead of the 30-day minimum sentence. Notwithstanding the provisions of Sections 22-3-540, 22-3-545, and 22-3-550, a first offense charged for this item may be tried in magistrates' court.

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- b. For a second offense, by a fine of not less than \$2,100 nor more than \$5,100 and imprisonment for not less than five days nor more than one year; however, the fine imposed by this item must not be suspended in an amount less than \$1,100. If the person's alcohol concentration is at least ten one-hundredths of 1 percent but less than sixteen one-hundredths of 1 percent, then the person must be punished by a fine of not less than \$2,500 nor more than \$5,500 and imprisonment for not less than 30 days nor more than two years. However, the fine imposed by this item must not be suspended in an amount less than \$1,100. If the person's alcohol concentration is sixteen one-hundredths of 1 percent or more, then the person must be punished by a fine of not less than \$3,500 nor more than \$6,500 and imprisonment for not less than 90 days nor more than three years. However, the fine imposed by this item must not be suspended in an amount less than \$1,100.
- c. For a third offense, by a fine of not less than \$3,800 nor more than \$6,300 and imprisonment for not less than 60 days nor more than three years; if the person's alcohol concentration is at least ten one-hundredths of 1 percent but less than sixteen one-hundredths of 1 percent, then the person must be punished by a fine of not less than \$5,000 nor more than \$7,500 and imprisonment for not less than 90 days nor more than four years. If the person's alcohol concentration is sixteen one-hundredths of 1 percent or more, then the person must be punished by a fine of not less than \$7,500 nor more than \$10,000 and imprisonment for not less than six months nor more than five years; or
- d. For a fourth or subsequent offense, by imprisonment for not less than one year nor more than five years; if the person's alcohol concentration is at least ten one-hundredths of 1 percent but less than sixteen one-hundredths of 1 percent, then the person must be punished by imprisonment for not less than two years nor more than six years. If the person's alcohol concentration is sixteen one-hundredths of 1 percent or more, then the person must be punished by imprisonment for not less than three years nor more than seven years.

56-1-286. Suspension of license or permit or denial of issuance of license or permit to persons under the age of 21 who drive motor vehicles with certain amount of alcohol concentration

The Department of Motor Vehicles must suspend the driver's license, permit or nonresident operating privilege of, or deny the issuance of a license or permit to a person under the age of 21 who drives a motor vehicle and has an alcohol concentration of two one-hundredths of 1 percent or more. In cases in which a law enforcement officer initiates suspension proceedings for a violation of this section, the officer has elected to pursue a violation of this section and is subsequently prohibited from prosecuting the person for a violation of Section 20-7-8920, 20-7-8925, 56-5-2930, or 56-5-2933 arising from the same incident.

A person under the age of 21 who drives a motor vehicle in this state is considered to have given consent to chemical tests of his breath or blood for the purpose of determining the presence of alcohol.

Action: Felony driving under the Influence — Driving under the influence, which results in great bodily harm or death

Penalty: *For Causing Great Bodily Harm* — A fine of not less than \$5,000 nor more than \$10,000 and imprisonment for not less than 30 days nor more than 10 years; the driver's license is suspended for the time period of imprisonment plus three years.

For Causing Death — A fine of not less than \$10,000 nor more than \$25,000 and imprisonment for not less than one year nor more than 25 years; the driver's license is suspended for the time period of imprisonment plus three years.

Be aware that state laws are subject to change.

The alcohol-related laws include the underage use or possession of alcoholic beverages; lending a driver's license or personal identification card to any other person; providing beer, wine or distilled spirits to anyone under age 21 (with certain exceptions): (1) alteration of a driver's license; (2) sale or issuance of a fictitious driver's license or other identification card containing false information on age to purchase alcoholic beverages.

A first-time offender will lose his or her driver's license for 90 days, while any further violations will result in a six-month suspension. Also, students who have been adjudicated delinquent or have been convicted or pled guilty or nolo contendere to their first alcohol or other drug-related misdemeanor offense will be held harmless and their Hope, Life and Palmetto Fellows' Scholarship eligibility will not be affected. However, any second or subsequent alcohol or other drug-related misdemeanor offense will make the student ineligible for the scholarship for one academic year after the adjudication, conviction or plea occurred. Scholarship

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eligibility will be forfeited the next academic year (fall and spring terms) immediately following the second or subsequent conviction(s).

HEALTH RISKS

Drugs and alcohol are toxic to the human body and if abused can have catastrophic health consequences. Some drugs, such as crack, are so toxic that even one experimental use can be fatal. Approximately 30 percent of all admissions to general hospitals and 50 percent to psychiatric hospitals have detectable substance abuse. Substance abuse accounts for approximately 150,000 deaths annually. This includes deaths from stroke, diseases of the heart and liver, and all alcohol-related and drug-related suicides, homicides and accidents. Early detection can minimize or prevent the devastating consequences of substance abuse.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other youngsters.

TOBACCO-FREE CAMPUS POLICY

Lander University is dedicated to providing a healthful, comfortable and productive work and study environment for all faculty, staff and students.

The Environmental Protection Agency (EPA) reports that Environmental Tobacco Smoke (ETS) is responsible for an estimated 53,000 deaths per year in nonsmokers. In addition, the 1986 U.S. Surgeon General's report, *The Health Consequences of Involuntary Smoking*, concluded the following: **Involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same airspace may reduce, but does not eliminate, the exposure of the nonsmoker to ETS.**

In light of these findings, and as a part of a global wellness initiative that our university community is committed to, Lander University became entirely tobacco-free effective **August 1, 2007**.

1. Tobacco use and **vaping** are prohibited on all university grounds, both outdoors and indoors and within university-owned or leased properties and vehicles. This includes all offices, hallways, waiting rooms, restrooms, meeting rooms, community areas, parking lots and all other grounds and properties of Lander University. This policy is in effect 24 hours a day, seven days per week. All forms of tobacco, including but not limited to, cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-Food and Drug Administration (FDA) approved nicotine delivery device.
2. The sale of tobacco products is prohibited on the Lander University campus, as is the delivery of any tobacco product, by means of a delivery service of any kind.
3. The free distribution of any tobacco product on the Lander University campus, including all clubs and organizations, is prohibited.
4. Lander University campus organizations are prohibited from accepting money or gifts from tobacco companies, or distributing free, reduced-price or fully-priced tobacco products (e.g., t-shirts, hats).
5. All tobacco advertising in public spaces on Lander University campus is strictly prohibited.
6. Tobacco advertisements are prohibited in all university-run publications.
7. All advertisements for employment and for recruitment of students will denote that Lander University is a tobacco-free campus.

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8. Copies of this policy will be distributed to all students.
9. Tobacco-free signs will be posted throughout the campus.
10. Lander University Student Wellness Center will provide tobacco cessation programs and offer resources for any student who is interested in discontinuing tobacco use.
11. This Tobacco-Free Campus Policy can and will be enforced through issued citations by Lander Police department. Lander University's Wellness Center will provide consultation with a counselor and the student conduct board will ensure fair and consistent treatment of the student.

First offense: \$15 Fine.

Second offense: \$20 Fine.

In addition to the fine the student is required to attend a mandatory consultation with a counselor from Lander University's Wellness Center. Failure to attend consultation within a two-week time period will result in the student going before the student conduct board.

Third offense: \$25 Fine.

In addition to the fine the student is required to attend a mandatory consultation with a counselor from Lander University's Wellness Center. Failure to attend a consultation within a two-week time period will result in the student going before the student conduct board.

Fourth offense: Student is required to go before the student conduct board.

The success of this policy depends upon the thoughtfulness, respect, and cooperation of everyone in assuring compliance with the policy. Smoking cessation programs and resources will be available in the Lander University Student Wellness Center. By complying with this policy, we will have a healthier university community and a cleaner campus.

All Lander University constituents need to be active in helping create a healthy campus by encouraging compliance from any individual who violates the policy.

1. The Office of Residential Life informs all residential students of the policy in writing and will implement fines for violations inside and immediately outside of residence halls.
2. The Office of Student Affairs is responsible for student violations in all other indoor campus areas and grounds

of Lander University. Offenders are subject to specific disciplinary action as outlined in the student handbook code of conduct. Written violations must be reported to the Student Conduct officer submitted within 24 hours of the incident. Primary responsibility of written violations will fall under the jurisdiction of the Lander University Police Department and Residential Life staff.

3. Complaints or disputes should be brought to the attention of the university employee who has immediate responsibility for the workspace, event, or to his/her supervisor. If satisfactory resolution is not reached, the vice president for Student Affairs should be consulted for student complaints and the Human Resources department for employee complaints.
4. The Office of Student Affairs is responsible for administering the policy to ensure consistency and fairness for all Lander University students.

Revised August 2009

SEXUAL MISCONDUCT POLICY

It is the policy of Lander University to prohibit discrimination on the basis of age, color, disability, gender, sexual orientation, gender identity, national origin, race, pregnancy, religion, sex, veteran's status and genetic information in regard to the administration of all campus programs, services and activities, including intercollegiate athletics, and the admission of students, employment actions, or other sponsored activities and programs including obligations of Title IX.

Lander University is committed to creating a safe, respectful and non-threatening environment for members of the university community, guests, and visitors.

It is expected that all individuals on campus, and associated with the Lander community, treat each other with respect and professionalism and conduct ourselves in a manner that does not infringe upon the rights of others. The university will not tolerate gender-based misconduct.

Everyone shares in the individual personal responsibility and legal obligation to protect our campus community from any form of illegal discrimination.

This policy has been developed to reaffirm those principles and to provide recourse for those affected individuals whose rights have been violated.

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All individuals are expected and required to report any concerns immediately to a Title IX coordinator. When an allegation of misconduct is brought to an appropriate administrator's attention, and an individual is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated, remedy its effects, and to enforce discipline when needed.

Be advised that sexual harassment, including sexual violence, is a form of discrimination, and is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

Policy Applicability and Dissemination

All students, faculty, staff, contractors, board members, guests and any other individual(s) are subject to this policy.

1. Students — The vice president for Student Affairs shall ensure this policy is distributed to all new students and is responsible for conducting ongoing training, as needed, to all students.
2. Employees — The director of Human Resources shall ensure this policy is distributed to all new employees and is responsible for conducting ongoing training, as needed, to all employees.
3. Athletic staff and students — The director of Athletics shall ensure this policy is distributed to all athletic staff and students and is responsible for conducting training as needed.
4. Annual training — The Title IX coordinator or its designee shall provide this policy on the website, provide dissemination, and responsible for general oversight of Title IX Compliance.

Prompt Attention

Complaints of discrimination or sexual harassment are taken seriously and will be dealt with promptly, thoroughly, impartially and equitably.

Where discrimination is found to have occurred, the institution

or unit where it occurred will act to stop the discrimination or sexual harassment, to prevent its recurrence, to remedy its effects, if any, and to discipline those responsible.

Confidentiality and Reporting

Lander University understands that confidentiality is important. However, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting, or accused of, discrimination or sexual misconduct and will maintain confidentiality to the extent reasonably possible.

Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where Lander University is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way.

Depending on individual's role at the university, there are differing reporting responsibilities and abilities to maintain confidentiality, based upon laws and policies.

Reporting Responsibilities – Three Groups

1. Individuals with COMPLETE confidentiality

There are certain positions that possess legal privilege as granted by the state, and are not required to share private, personally identifiable information, **unless there is cause for fear for your safety, or the safety of others.**

These individuals who can be accessed through the university Wellness Center, include the following professional positions:

- a. On-campus licensed mental health counselors;
- b. On-campus health service providers or registered nurses;
- c. Off-campus rape crisis resources.

This privilege exists only within the context of counseling and health service sessions. These resources will provide anyone impacted by sexual assault and/or harassment with a safe and confidential environment in which to discuss concerns and to become aware

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of possible procedures or outcomes for recourse. Individuals who seek assistance from these confidential resources shall be advised that their discussions in these settings are not considered reports of sexual assault or harassment.

Campus counselors are available to help you free of charge, and can be seen on an emergency basis. In addition, you may speak to members of the clergy on and off campus, who will also keep information confidential. A victim may seek assistance from these university officials without initiating a formal process beyond the victim's control, or a process that violates her/his privacy.

2. Individuals with FULL legal reporting requirements

The university considers ALL OTHER EMPLOYEES, including resident assistants, to be "responsible employees." Responsible employees hold a legal obligation to FULLY and IMMEDIATELY report any allegations, observations or violations in entirety including names. Notice to you is the official notice to the institution.

You have the right to expect that incidents of sexual misconduct will be taken seriously by the institution, when formally reported. Additionally, you have the right to expect that such incidents will be investigated and properly resolved through administrative procedures.

In consideration of formal reporting, only individuals who need to know will be informed and information will be shared, only as necessary, with investigators, witnesses, and the accused individual.

Failure to take the above action and properly report, prevent the occurrence, or stop known discrimination or harassment, may be grounds for disciplinary action, up to and including, termination or expulsion.

3. Supervisors, managers and administrators' responsibilities

Every supervisor and manager has the responsibility to take reasonable steps intended to prevent acts of discrimination or sexual harassment, which include, but are not limited to:

- a. Monitoring the work and school environment for signs that discrimination or harassment may be occurring;

- b. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination or harassment (verbal or otherwise);
- c. Stopping any observed acts that may be considered discrimination or harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
- d. Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of sexual harassment, pending investigation.

If any employee receives a complaint of alleged discrimination or sexual harassment, or personally observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the employee is required to immediately and fully report the situation to a Title IX coordinator.

Failure to take the above action and properly report, prevent the occurrence, or stop known discrimination or harassment, may be grounds for disciplinary action, up to and including, termination or expulsion.

Relationship to Freedom of Expression

Lander University is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Discrimination or sexual harassment, however, is neither a legally protected expression nor the proper exercise of academic freedom. It compromises the integrity of our institution, the tradition of intellectual freedom and the trust placed in our institution by the campus community.

Complaint and Investigation Procedure

This section provides the complaint and investigation procedure for complaints of discrimination or sexual harassment, including sexual violence. Complaints against a student may be referred to the student disciplinary process.

The president has designated the following administrators as Title IX coordinators and therefore, are able to receive complaints.

Go to the Title IX complaint form or e-mail to titleIX@lander.edu

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Lander University's Title IX Staff:

Jeannie McCallum Title IX Coordinator Office of Human Resources 511 Willson Street 864-388-8053 jmccallum@lander.edu	Randy Bouknight Title IX Deputy Coordinator for Students Grier Student Center GC 345 864-388-8293 rbouknight@lander.edu
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Cheryl Bell
Title IX Deputy Coordinator
for Athletic Programs
Horne Arena
864-388-8530
cbell@lander.edu

The president has designated the Title IX coordinator as the primary investigating officer for general oversight. All Title IX complaints received by deputy coordinators are required to be communicated promptly to the Title IX coordinator.

Filing a Complaint

The Title IX complaint form is on Lander's website; or you may e-mail to titleIX@lander.edu. To access this form, go to <http://www.lander.edu/Business-Administration/Human-Resources/titleix/titleix-complaint-form>

Employees

1. A student who believes that he/she has been subjected to discrimination or sexual harassment by anyone may elect, and is encouraged to do so, to promptly tell the person that the conduct is unwelcome and ask them to stop. However, this is not a requirement if you believe it may become confrontational. An employee is not required to do this before filing a complaint. You reserve the right to file a complaint at any time. Any person who receives such a request to stop any inappropriate and unwelcome behavior or conduct, must immediately comply with the request and refrain from retaliation against the student.
2. The student may file a discrimination or sexual harassment complaint with one of the coordinators. Regarding student employees, a supervisor/manager has a responsibility to report any misconduct observed or reported, even if the individuals involved do not report directly to you, the supervisor.

Students

1. A student who believes that he/she has been subjected to discrimination or sexual harassment by anyone may elect, and is encouraged to do so, to promptly tell the person that the conduct is unwelcome and ask them to stop. However, this is not a requirement if you believe it may become confrontational. A student is not required to do this before filing a complaint. You reserve the right to file a complaint at any time. Any person who receives such a request to stop any inappropriate and unwelcome behavior or conduct, must immediately comply with the request and refrain from retaliation against the student.
2. The student may file a discrimination or sexual harassment complaint with one of the coordinators. Regarding student employees, a supervisor/manager has a responsibility to report any misconduct observed or reported, even if the individuals involved do not report directly to you, the supervisor.

Non-Employees and Non-Students

Individuals who are neither Lander employees nor Lander students, and who believe they have been subjected to discrimination or sexual harassment by a Lander employee during the employee's work hours or by a Lander student on campus or at a Lander-sponsored event, may utilize any of the complaint processes set forth above in this section.

Victim's Rights

You may access the following link for victim's rights: <http://www.lander.edu/docs/default-source/human-resources-documents/statement-of-the-rights-of-the-alleged-victim.pdf?sfvrsn=0>

1. The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to Lander University administrators;
2. The right to be treated with respect by university officials;
3. The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
4. The right not to be discouraged by university officials from reporting an assault to both on-campus and off-campus authorities;

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5. The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within 24 hours of the end of the conduct hearing;
6. The right to be informed by university officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
7. The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
8. The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
 - a. Change of an on-campus student's housing to a different on-campus location;
 - b. Assistance from university support staff in completing the relocation;
 - c. Arranging to dissolve a housing contract and pro-rating a refund;
 - d. Exam (paper, assignment) rescheduling;
 - e. Taking an incomplete in a class;
 - f. Transferring class sections;
 - g. Temporary withdrawal;
 - h. Alternative course completion options.
9. The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
10. The right ***not*** to have any complaint of sexual assault mediated (as opposed to adjudicated);
11. The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
12. The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
13. The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement.
14. The right to appeal the [finding and] sanction of the conduct body, in accordance with the standards for appeal established by the institution;
15. The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
16. The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
17. The right to preservation of privacy, to the extent possible and allowed by law;
18. The right to a hearing closed to the public;
19. The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;
20. The right to bring a victim advocate or adviser to all phases of the investigation and campus conduct proceeding;
21. The right to give testimony in a campus hearing by means other than being in the same room with the accused student;
22. The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
23. The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
24. The right to have the university compel the presence of student, faculty and staff witnesses, and the opportunity (if desired) to ask questions, directly or indirectly, of

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witnesses (including the accused student), and the right to challenge documentary evidence.

25. The right to be present for all testimony given and evidence presented before the conduct body;
26. The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training;
27. The right to a conduct panel comprised of representatives of both genders;
28. The right to have university policies and procedures followed without material deviation;
29. The right to be informed in advance of any public release of information regarding the complaint;
30. The right not to have released to the public any personally identifiable information about the complainant, without his or her consent.

Accused Students' Rights

1. The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university administrators against the accused student;
2. The right to be treated with respect by university officials;
3. The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
4. The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
5. The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
6. The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
7. The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;

8. The right to appeal the [finding and] sanction of the conduct body, in accordance with the standards for appeal established by the institution;
9. The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
10. The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
11. The right to a hearing closed to the public;
12. The right to petition that any member of the conduct body be removed on the basis of bias;
13. The right to have the university compel the presence of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.
14. The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;
15. The right to have university policies and procedures followed without material deviation;
16. The right to have an adviser or advocate accompanying and assisting in the campus hearing process. This adviser can be anyone, [optional: including an attorney (provided at the accused student's own cost)], but the adviser may not take part directly in the hearing itself, though they may communicate with the accused student as necessary;
17. The right to a fundamentally fair hearing, as defined in these procedures;
18. The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
19. The right to written notice of the outcome and sanction of the hearing;

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20. The right to a conduct panel comprised of representatives of both genders;
21. The right to be informed in advance, when possible, of any public release of information regarding the complaint.

Investigation and Resolution

1. Upon receipt of a complaint, Lander University will conduct the investigation, based on established guidelines, in a prompt, thorough, impartial and equitable manner.

*The person subject to the complaint, shall be provided information as to the nature of the complaint.

2. While not required, both the victim and the accused shall have the equal opportunity to choose an independent adviser present for assistance, support and advice. The independent adviser may be brought into the process at any time at the request of the alleged victim or perpetrator.
3. In connection with any such disciplinary hearings/actions, the person filing the complaint and the person who is the subject of the complaint, have equal rights to be interviewed, identify witnesses, and provide and receive documentation and witness lists pertaining to the complaint, and if any appeal is provided, to appeal the decision. Students may appeal grievances as stated and outlined in the guidelines of the handbook.
4. In most cases, a prompt, thorough, impartial, and equitable investigation should be completed within 45 calendar days of receipt of the complaint.
5. The standard for evaluating complaints shall be a preponderance of the evidence.
6. At the completion of the investigation, appropriate determinations will be made regarding the resolution of the matter, and depending on the circumstances, both parties may be informed concurrently of the resolution. If warranted, disciplinary action, up to and including, involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken, as applicable, in accordance with the Title IX Policy - Gender-Based Misconduct Policy and other applicable policies as defined, but not limited to, the faculty, staff, athletic or student handbooks. Please refer to <http://www.lander.edu/Business-Administration/Human-Resources/titleix/titleix-gbmp>.

[edu/Business-Administration/Human-Resources/titleix/titleix-gbmp](http://www.lander.edu/Business-Administration/Human-Resources/titleix/titleix-gbmp). In the event actions are taken against an individual, such matters generally remain confidential under those sections, except that final decisions following hearings or appeals of professional employees are subject to public records. Student matters generally remain confidential under FERPA.

7. When discriminatory conduct or sexual harassment involves a crime of violence or a non-forcible sex offense, FERPA permits the institution to disclose to the alleged victim the final results (limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed) of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concluded that a violation was committed. With respect to an institutional disciplinary proceeding alleging a sex offense, the Clery Act requires that the accuser and the accused must be informed of the outcome.
8. In the event a student is found to have engaged in sexual harassment of another student, the institution shall disclose to the student who was harassed, information about the sanction imposed on the student who was found to have engaged in harassment, when the sanction directly relates to the harassed student.

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from disciplinary probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely receive a recommended sanction of suspension or expulsion.*

Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from disciplinary probation warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers, nor any appeals body or officer, will deviate from the range of recommended sanctions unless compelling justification exists to do so.

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Retaliation

Retaliation against an individual who in good faith complains of alleged discrimination, sexual harassment or provides information during an investigation, is against the law, will not be tolerated, and may be grounds for discipline up to and including termination or expulsion. Intentionally providing false information is also grounds for discipline, up to and including, possible termination or expulsion.

"Retaliation" may include, but is not limited to, conduct as the denial of adequate personnel to perform duties; frequent replacement of members of the staff; frequent and undesirable changes in the location of an office; the refusal to assign meaningful work; unwarranted disciplinary action; unfair work performance evaluations; or a reduction in pay.

An employee who believes that he or she has been subjected to retaliation may file a retaliation complaint with one of the Title IX coordinators.

A student who believes that he or she has been subjected to retaliation may contact one of the Title IX coordinators or e-mail at titleIX@lander.edu.

Complaints of retaliation under Title IX are required to be promptly communicated to the primary Title IX coordinator.

False Reports

Because discrimination and sexual harassment frequently involve interactions between persons that are not witnessed by others, reports of discrimination or sexual harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting discrimination or sexual harassment under this policy.

However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action under the applicable disciplinary procedures, up to and including, termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Clery Act.) All personally identifiable information is kept confidential, but

statistical information must be communicated to campus law enforcement regarding the type of incident and the general location of the incident (whether on or off campus,) for publication in the annual campus security report. No specific address information will be specified.

This report helps to provide the community with a clear picture of the extent, and nature, of campus crime. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisers to student organizations and any other official with significant responsibility for student/campus activities. Information shared includes: the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that Lander University is required to issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

PHYSICAL SEXUAL MISCONDUCT

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you do not. Consent cannot be presumed for any form of sexual activity. Furthermore, silence, without actions demonstrating permission, cannot be considered consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

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When alcohol or other drugs are being used, a person will be considered as unable to give valid consent, if they cannot fully comprehend the details of a sexual interaction (who, what, when, where, why, or how) due to incapacitation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “No.”

CONSENSUAL RELATIONSHIPS

Sexual harassment and/or the assignment, or suggestion, of rewards and punishments on the basis of sex or sexuality, have no place in the work of the university and are prohibited.

For the protection of our university community, no employee shall enter into a sexual or romantic relationship (consensual or otherwise) with a student, staff member, or faculty member, when the work of one is directly evaluated or supervised by the other. In cases where there is a pre-existing sexual or romantic relationship, effective steps — including initial disclosure by the direct evaluators or supervisors to their unit heads — must be taken to ensure unbiased evaluation or supervision of the student, staff member, or other faculty member.

If complaints occur and are substantiated, employees will be subject to disciplinary action, up to and including, termination or nonrenewal. All complaints will be adjudicated with due process for all parties in accordance with university policies, federal, state and local laws.

Complainants are protected from retaliatory acts and are not to be discouraged from reporting in good faith any concerns regarding sexual harassment or favoritism. However, malicious or frivolous claims of harassment or favoritism are prohibited, and, if substantiated, will result in disciplinary action against the complainant. Disciplinary actions may include termination, nonrenewal, probation, suspension, expulsion, or other appropriate action.

Students serving as teaching assistants and resident assistants are also professionally responsible for students, and therefore fall under this policy. Students found in violation of this policy will be subject to sanctions as outlined herein, and if appropriate, sanctions within the Student Conduct Policy.

SEXUAL VIOLENCE — RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even

unintentionally, with no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions. These suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below are suggestions to avoid committing a non-consensual sexual act are also offered:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated or a high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. The following are suggestions which may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you DO NOT have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.

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5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like "guilt, "innocence" and "burdens of proof" are not applicable, but the university never assumes a student is in violation of university policy. Campus hearings are conducted to take into account the totality of evidence available, from all relevant sources.

The university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed as equally serious offenses and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

Sexual misconduct offenses include, but are not limited to

1. Sexual harassment;
2. Non-consensual sexual contact (or attempts to commit same);
3. Non-consensual sexual intercourse (or attempts to commit same);
4. Sexual exploitation.

SEXUAL HARASSMENT

Sexual harassment is unwelcome, gender-based verbal or

physical conduct that is sufficiently severe, persistent or pervasive and unreasonably interferes with, denies or limits someone's ability to, participate in, or benefit from, the university's educational program and/or activities. Sexual harassment is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include:

1. An attempt to coerce an unwilling person into a sexual relationship;
2. To repeatedly subject a person to egregious, unwelcome sexual attention;
3. To punish a refusal to comply with a sexual based request;
4. To condition a benefit on submitting to sexual advances;
5. Sexual violence;
6. Intimate partner violence;
7. Stalking; and
8. Gender-based bullying.

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

NON-CONSENSUAL SEXUAL CONTACT

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman, upon a man or a woman that is without consent and/or by force.

Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

NON-CONSENSUAL SEXUAL INTERCOURSE

Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object by a man or woman, upon a man or a woman that is without consent and/or by force.

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Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

SEXUAL EXPLOITATION

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

1. Invasion of sexual privacy;
2. Prostituting another student;
3. Non-consensual video or audio-taping of sexual activity;
4. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
5. Engaging in voyeurism;
6. Knowingly transmitting an STI or HIV to another student;
7. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; and
8. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

OTHER MISCONDUCT OFFENSES (Will fall under Title IX when Gender-Based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy, p. 74.)
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

ADDITIONAL APPLICABLE DEFINITIONS

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

1. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
2. Previous relationships or prior consent cannot imply consent to future sexual acts.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me; I'll do what you want.").

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

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NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

In order to give effective consent, one must be of legal age.

Sexual activity with someone who one should know to be — or based on the circumstances should reasonably have known to be — mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs.

Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>. Use of alcohol or other drugs will never function as a defense to a violation of this policy.

*The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

For reference to the pertinent state statutes on sex offenses, please go to <http://www.scstatehouse.gov/code/t16c003.php>

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Here are some of the most commonly asked questions regarding the university’s sexual misconduct policy and pertinent procedures.

1. Does information about a complaint remain private?

The privacy of all parties to a complaint of sexual misconduct must be respected, except as it interferes with the university’s obligation to fully investigate allegations of sexual misconduct.

When privacy is not strictly kept, information will only be shared on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant, or the accused student, may lead to conduct action by the university.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement in regards to the nature of the violation and the action taken, without using the name(s) or identifiable information of the alleged victim. Certain university administrators are informed of the outcome within the bounds of student privacy. If there is a report of an act of alleged sexual misconduct to a conduct officer of the university and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police. Nonetheless, the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

2. Will my parents be told?

No, unless you are under age, in which case we are legally required to share this information with your parents. Whether you are the complainant or the accused student, the university’s primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic issues, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student or in a life-threatening situation, or if an accused student has signed the permission form at registration which allows such communication.

3. Will the accused know my identity?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused has the right to know the identity of the complainant/alleged victim. If there is a hearing, the university does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider, or using separate hearing rooms.

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4. Do I have to name the perpetrator?

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the university's legal obligations, depending on what information you share with different university officials. Victims should be aware that choosing not to identify the perpetrator may limit the institution's ability to respond comprehensively.

5. What do I do if I am accused of sexual misconduct?

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your adviser. Students may contact the Student Conduct office and employees may contact the Office of Human Resources, which can explain the university's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the Wellness Center or seek other community assistance. (see #7 in reference to legal representation)

6. Will I (as a victim) have to pay for counseling/or medical care?

Not typically, if the institution provides these services already. If a victim is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc. In this state, victims may be ineligible for state-based assistance if they were engaged in any illegal activity during the assault or if they fail to cooperate with criminal prosecution.

7. What about legal advice?

8.

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the Solicitor's (Prosecutor's) office. You may want to retain an attorney if you are the accused student or are considering civil action. The accused student may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding.

9. What about changing residence hall rooms?

As a student, if you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional

policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused student to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal university complaint. No contact orders can be imposed and room changes for the accused student can usually be arranged quickly. Other accommodations available to you might include:

- a. Assistance from university support staff in completing the relocation;
- b. Arranging to dissolve a housing contract and prorating a refund;
- c. Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- d. Taking an incomplete in a class;
- e. Assistance with transferring class sections;
- f. Temporary withdrawal;
- g. Assistance with alternative course completion options;
- h. Other accommodations for safety as necessary.

10. What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the hospital emergency room, before washing yourself or your clothing. The sexual assault nurse examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, seven days a week (call the emergency room if you first want to speak to the nurse; ER will refer you.) A victim advocate or a counselor from the institution can accompany you to hospital, and law enforcement can provide transportation. If a victim goes to the hospital, local police will be called, but she/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate he or she to any specific course of

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action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide to initiate action at a later date.

For the victim: The hospital staff will collect evidence, check for injuries, address pregnancy concerns, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container, such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, at your request. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

11. Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. The severity of the infraction will determine the nature of the university's response, but whenever possible the university will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

12. Will the use of drugs or alcohol affect the outcome of a student's sexual misconduct conduct complaint?

The use of alcohol and/or drugs by either party will not diminish the accused student's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused student.

12. Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Prior use of drugs and/or alcohol will not be a factor unless this use is considered to be relevant to the present complaint.

13. What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's Student Conduct office. The institution provides advisers who can help you to define and clarify the event(s), and advise you of your options.

LAWS PERTAINING TO CRIMINAL SEXUAL CONDUCT AND ASSAULT

16-3-652. Criminal sexual conduct in the first degree

1. A person is guilty of criminal sexual conduct in the first degree if the assailant engages in sexual battery with the victim and if any one or more of the following circumstances is proven:
 - b. The assailant uses aggravated force to accomplish sexual battery.
 - c. The victim submits to sexual battery by the assailant under circumstances where the victim is also the victim of forcible confinement, kidnapping, robbery extortion, burglary, housebreaking or any other similar offense or act.

16-3-653. Criminal sexual conduct in the second degree

1. A person is guilty of criminal sexual conduct in the second degree if the assailant uses aggravated coercion to accomplish sexual battery.

16-3-654. Criminal sexual conduct in the third degree

1. A person is guilty of criminal sexual conduct in the third degree if the assailant engages in sexual battery with the victim and if any one or more of the following circumstances is proven:
 - a. The assailant uses force or coercion to accomplish the sexual battery in the absence of aggravating circumstances.

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- b. The assailant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless, and aggravated force or aggravated coercion was not used to accomplish sexual battery.

Each degree of criminal sexual conduct is a felony and is punishable at the discretion of the court by imprisonment for not more than 30 years.

Sexual Assault Policy

Lander University will impose sanctions on individuals who commit sexual assault. In cases involving a student, a temporary (immediate) suspension may be imposed, which means the accused cannot attend classes until an administrative hearing is held. In other cases, the accused may be permitted to attend classes pending a final recommendation from the vice president for Student Affairs. Among other sanctions that may be imposed are the following: admonition, censure, probation and the restriction of privileges, suspension, expulsion and eviction from university housing.

Reporting a Sexual Assault

If you are raped, memorize as much detail as possible about the attacker. Call the Lander University Police Department at 8-911 immediately. This does not obligate you to file charges or testify in court. If you prefer not to call University Police but you want to make it known that a rape occurred, you may contact any of the following: vice president for Student Affairs, director of Housing, Health Services or Counseling Services. Do not bathe, douche, change clothes or rinse your mouth. These actions may destroy evidence. Even if you choose not to become involved with police, you should seek medical assistance at Health Services, Self Regional Healthcare, Montgomery Family Health Center or Express Medical Care.

University Police Procedures

When you notify University Police that a rape has occurred, the following will occur:

1. A uniformed officer will come to your location to help you obtain emergency medical treatment, ensure your safety and obtain a description of the suspect. He or she will ask you for the location and the time of the assault, a description of the assailant and a description of your inquiries.
2. The officer and/or investigator will be assigned to the

case. All members of the University Police Department have been trained in the investigation of sexual offenses and the crime's impact on the victim. These officers will approach each case in a sensitive manner.

3. University Police will request a medical examination to ensure that you have suffered no physical injury and so that a medical report can be completed for use in a court proceeding if charges are pressed. You will be examined by a trained sexual assault specialist.
4. You will be interviewed. (You may specify the gender of the officer.) If you have asked a friend or counselor for support, he or she can be with you at this time.
5. With your consent, a report of the incident will be sent to the vice president for Student Affairs. If the suspect is a Lander student, disciplinary action may be initiated.

When you report a rape, you are not making a commitment to file charges or to testify in court. By reporting the matter to University Police, you can be assured of immediate physical protection and transportation to a medical facility.

Victim Assistance Pledge

The Lander University Police Department makes the following pledge to anyone who feels he or she is a victim of sexual assault on campus.

1. We will meet with you privately, at a place of your choice, to take a complaint report.
2. Our officers will not prejudge you, and you will not be blamed.
3. We will treat you with courtesy, sensitivity, dignity and professionalism.
4. We will assist you in privately contacting counseling, safety, advising and other available resources.
5. We will fully investigate your case and help you achieve the best possible outcome.
6. We will continue to be available to you, to answer your questions, to explain the process and be a listening ear if you need one.
7. We will consider your case seriously.

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Changing Living and Academic Situation

If a Lander University student who is a survivor of a sexual assault or relationship violence requests a change in his/her living arrangements or academic schedule, the office of the vice president for Student Affairs will make changes to a student's living or academic arrangement, as long as those changes are reasonable and available.

Victim Notification

Lander University Police Department will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim.

COMPUTER USAGE AND INTERNET POLICY

In addition to adhering to the university's Computer Network and Access Policy misusing university computing resources by intentionally making, receiving, accessing, altering, using, providing or in any way tampering with files, discs, programs, passwords or messages of other computer users without their permission is prohibited. Using computer resources to harass others or in ways that violate institutional computer use policies is prohibited.

The Internet is an information resource provided to the faculty, staff and students of Lander University by the university. It has been referred to as, in part, a vast digital library. Use of this resource should be consistent with the philosophy, goals and objectives of the university as an educational and socially-responsible institution within the community. The following statements, extracted in part from the American Library Association's Bill of Rights, bear on both our rights and our responsibilities as members of the academic and local community.

Intellectual Freedom: Rights and Responsibilities

Lander University recognizes the right of all users to access resources of their choosing. Internet resources are available for the interest, information and enlightenment of the Lander University community and information will not be proscribed, censored or removed by the university

because of partisan or doctrinal disapproval. However, Internet users at Lander have a responsibility to be aware of materials that may be objectionable to others when using computer facilities in public areas. Monitors and printers in public areas, such as open access computer labs and offices which may be shared by more than one person, should not be used to display or print materials that might be defined as harassing or obscene. These types of behavior will be determined by the Lander University Code of Conduct and by accepted community standards. Users are reminded that any state and federal laws dealing with these or related matters apply to Lander facilities and are encouraged to use good judgment.

Because it is impossible to address all possible situations that might arise, it is expected that users will behave in a reasonable, responsible, courteous and professional manner. Failure of this document to address inappropriate behavior does not imply that such behavior is sanctioned or that a loss of privileges will not result.

Remember, when you use the Internet you are representing Lander University throughout the world. These guidelines are subject to change. It is the user's responsibility to keep up with changes. A copy of this document will be available online. Changes in policy will be reported in daily announcements and by e-mail on the system. It is the user's responsibility to read all such announcements from the system. As with any university facility, commercial use is strictly prohibited.

Acceptable/Unacceptable Uses

The following material, while not exhaustive, will attempt to clarify some acceptable and unacceptable uses of this resource. Users who abuse their privileges may have privileges revoked. Users must not violate National Science Foundation, SunBelt net, or Lander University Internet use policies. Questionable usage is prohibited until specifically approved.

Copyright Law

Respect the legal protection provided by copyright and license to programs and data. Unless you have written a program yourself, you do not have the right to make and distribute copies of programs without specific permission of the copyright holder.

Software programs are protected by Section 117 of the 1976 Copyright Act and all revisions thereafter acted. Most

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Lander software is protected by federal copyright laws. Educational institutions are not exempt from these laws. Software is also protected by the license agreement between supplier and purchaser.

Software provided by Lander can only be used on the computer equipment specified in the software license. It is against university policy to copy or reproduce any licensed software on university computing equipment, except as expressly permitted by the software license. Public domain software may be available.

Users may not use unauthorized copies of software on university-owned computers or on personal computers housed in university facilities. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of Lander University.

For further information relating to the copyright policies of Lander University, refer to the Lander University policy on copyrighted material located in the library.

Privacy and Integrity of Individual Accounts

It is against policy to use another person's account, even if permission is granted, unless it is a special group account which has been authorized for group use by the computer center or the appropriate department or school.

The unauthorized use of another user's account, as well as providing false or misleading information for the purpose of obtaining access to computing facilities, is prohibited. It is against policy to attempt to discover another user's password. Programs and files are confidential unless they have explicitly been made available to other authorized individuals. Technical support personnel reserve the right to access users' files when necessary for the maintenance of system integrity and other users' security.

Electronic Mail

Effective fall 2004, e-mail became the official communication tool between the university and student. As the official and primary communication tool of the university, this type of service allows the student to conduct collaborative work efforts and share information with students, professors and other individuals regardless of time and/or geographic boundaries. Because of this open freedom and the possibility of conversing with individuals with whom you may have never met, students should conduct themselves in an appropriate manner during their

communications. Every e-mail message sent from your Lander account carries the university's name, and all communications should reflect that.

This service is provided free-of-charge to the students of Lander University. Accounts are for individual use and should not be loaned out to family or friends.

Creation of Accounts

All students are issued an official Lander University e-mail account when they register for their first class at Lander. Information Technology Services will perform the account creation without any action necessary by the student. The e-mail account that is created by the university is the official e-mail address to which the university will send electronic communications. This official address will be recorded in the university's electronic directories and records for the student. For these reasons, all students are required to use and maintain their university-provided e-mail accounts.

Students can find their official Lander University e-mail account information by logging on to Bearcat Web, selecting the personal information tab, and choosing the link that reads view e-mail addresses. The student's official Lander e-mail address and information about the default password will be displayed. To log in to Lander University's web mail interface, students can refer to the following website: <http://www.lander.edu/ITS/Email-Services.aspx>.

Expiration of Accounts

Graduating students:

Accounts for students who graduate will expire 30 days after graduation.

Nongraduating, nonreturning students:

Accounts for nonreturning students will expire at the following term of nonenrollment.

Students taking contract courses:

Accounts for students participating in contract courses will expire at the end of the course.

Password Administration

At the time of enrollment, the student will be provided information concerning his/her account and the default

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password for that account. The student will be required to change this password at initial login. Should need arise to regenerate accounts, or the student forgets his/her password, this default password will be used to reset the password on the account. Passwords will expire and must be changed every 120 days.

Use of University-Maintained Mailing Lists

The use of university-maintained mailing lists should be restricted to official university business or class work only. Each mailing to any mailing list should be appropriate for the function of that mailing list, and adhere to the policy set forth for that mailing list.

Prohibited Uses

The Lander University mail systems are not to be used for:

1. Personal gain;
2. Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals);
3. Pyramid schemes;
4. Deliberate acts associated with denying, interfering or disrupting service of Lander's e-mail service or that of any other agency;
5. Attempts to perform mass mailings to the entire campus (or a large subset of the campus) of a nonofficial nature, which has a negative impact on the daily operation of the university; or
6. Any unlawful activity.

No one shall deliberately alter or attempt to conceal their true return e-mail address, or the original location of the message. No one shall deliberately set forth to interfere with the reception of e-mail by an individual. No one shall deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.

E-mail services are not to be used for any type of harassment of an individual or organization. If you feel as though you are receiving e-mail of this nature, report any and all occurrences to the Office of Information Technology Services at 864-388-8234. Users will need to keep both printed and electronic copies of the harassing e-mail;

this will help aid in the locating of the individual who is harassing them.

Revised March 2004

Acceptable Uses

Acceptable uses of electronic mail include subscriptions to listservs, professional communications, notices of university activities and personal correspondence.

All electronic e-mail transmissions are subject to being read by systems personnel, in our case, the manager of Technical Support. This is not a routine activity and will usually be prompted by reports of misuse of e-mail.

Sending fraudulent mail is strictly forbidden. You directly and indirectly represent the university. Conduct all electronic transmissions with this in mind. Users are advised to use proper network etiquette or netiquette when sending e-mail. Users should not assume that electronic mail is totally private. Do not write anything in an e-mail message that you would not want to see printed in public.

Use of Personal Mailing Lists

Students may create and maintain their own personal mailing lists. The individual creating and maintaining the list and any users using the list are to ensure that members of the list agree to participate in the list. Upon request, the person who maintains the list must remove any individual from the list. The correspondence on these personal lists should still adhere to the acceptable use policy as they originate at Lander and carry the Lander name.

Privacy

Students should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential. It is especially important that care is taken to send messages only to the intended recipient(s). Particular care should be taken when using the reply command during e-mail correspondence.

System Integrity and Security

Computer facilities and accounts are owned by the university. All access to central computer systems, including the issuing of passwords, must be approved through appropriate channels. All access to divisional or school

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computer systems must be approved by the chair/dean or an authorized representative. Loopholes in computer systems' security or knowledge of a special password is not to be used to damage computer systems or for personal gain (defined as obtaining extra resources, taking resources from another user, or gaining access to systems or using systems for which proper authorization has not been given.)

Users should take great care to avoid spreading viruses, logic bombs or similar destructive agents on the system. Such problems are especially likely to be found in files on floppy discs or files which may be downloaded from the Internet or other computer networks.

Deliberate or grossly negligent introduction of destructive agents into the system will result in revocation of user privileges.

The Use of Network Resources for Interactive Gaming, including all Gaming Consoles

The use of Lander University's network resources for interactive gaming, which includes game consoles such as Xbox and Playstation, is permitted as long as doing so does not impair network security or integrity in any way. The performance of interactive games is not guaranteed; and, Lander University Information Technology Services does not offer support in any form for these devices. Lander University reserves the right to restrict or deny network bandwidth to interactive gaming devices in order to ensure adequate network resources are available to support academic functions and the overall performance of the campus computing environment.

Nonessential Use

Computers in the Computer Commons or other computer labs on campus are provided primarily for academic use. During busy times, non-essential, non-academic use may be prohibited on these computers.

CONFIDENTIALITY OF STUDENT RECORDS

Lander University complies with the Family Educational Rights and Privacy Act of 1974, which is designed to protect students' rights with regard to education records maintained by the university. Under this act, students have:

1. The right to inspect and review the university's education records that pertain to the requesting students.

2. The right to challenge the content of records (except grades) if it is felt that they are inaccurate, misleading or a violation of the requesting student's privacy or other rights.
3. The right to control disclosures from a student's education records, with certain exceptions.

The act further provides that certain information designated as directory information may be released by the university about the student unless the student has informed the university that such information should not be released.

Directory information is defined as: the student's name, address, telephone listing, parents' names, date and place of birth, class, major field of study, class schedule, time status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors, citizenship, degrees and awards received, and the most recent previous educational agency or institution attended by the student. At the time a student registers for courses, he/she may notify the vice president for Student Affairs in writing that directory information for him/her may not be released. Such notification is effective only for the one semester for which the student is then registering.

RIGHT OF PEACEFUL DEMONSTRATION, PETITION AND ASSEMBLY

Lander University honors the right of the individual to free discussion and expression, of peaceful demonstration, and of petition and peaceful assembly. Inherent in this right is the right of each member of the university community to be free from coercion and harassment; therefore, the use of violence or force by students or any person is strictly prohibited. No conduct which results in the disruption of the academic procedures or threatens any individual's freedom from coercion and harassment will be permitted.

In addition, any intentional interference with or obstruction of any university activity, program, event or facility is prohibited. This includes the following: (1) any unauthorized occupancy of university or university-controlled facilities or blockage of access to or from such facilities; and (2) interference with the right of any university member or other authorized person to gain access to any university-controlled activity, program, event or facilities, or any obstruction or delay of a campus University Police officer or any university official in the performance of their duty.

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FINANCIAL OBLIGATIONS

Students are expected to meet all financial obligations to the university. Transcripts of students who have a debt with the university will not be released to them or any agency or institution. The university will not act as a collection agency for individuals, agencies, businesses or organizations.

FRAUD OR LYING

Lying or misrepresentation in, or with regard to, any transaction with the university, whether oral, written or by other means, is prohibited, including misrepresenting the truth before a hearing of the university or making a false statement to any university official.

Any student who is guilty of lying or perjuring himself/herself on any official statement to a university administrator on a disciplinary case may be suspended for a minimum of one complete semester excluding summer sessions.

Fraud is alteration, fabrication, misuse or intended misuse of university documents, records or student identification cards. Fraud is also any misrepresentation of the university or students in any official matter. A person guilty of fraud is subject to disciplinary action which could result in probation, suspension or expulsion.

GAMBLING

Gambling in any form is prohibited on or within the university buildings and grounds.

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Academic Honor Code

The Lander University Academic Honor Code was developed to maintain a high standard of academic excellence. The honor code supports an academic honor code for which both faculty and students are responsible. Acts of academic dishonesty will be referred to the academic honor code for processing. Information regarding the academic honor code is found on [pages 7-16](#).

Residence Life Contract Violations

The Residence Life office may levy fines and evoke other sanctions for violations of other regulations covered in

the residence hall contract. Students are encouraged to contact the Residence Life office if they have any questions regarding the residence hall contract. If a student feels that the penalties are undeserved or too severe, he/she may appeal to the housing appeals board.

Student Conduct Board

1. The term student conduct board means any person or persons authorized by the vice president for Student Affairs to determine whether a student has violated the student code and to recommend sanctions that may be imposed when a rules violation has been committed.
2. The term student conduct administrator means a university official authorized on a case-by-case by the vice president for Student Affairs to impose sanctions upon any student(s) found to have violated the student code. The vice president for Student Affairs may authorize a student conduct administrator as the sole member or one of the members of the student conduct board. The vice president for Student Affairs may authorize the same student conduct administrator to impose sanctions in all cases.
3. The term appellate board means any person or persons authorized by the vice president for Student Affairs to consider an appeal from the determination of a student conduct board as to whether a student has violated the student code or from the sanctions imposed by the student conduct administrator.

DUE PROCESS PROCEDURES

A conduct board will be chosen to hear each case. The board will be chaired by the student conduct administrator, who will be a nonvoting member of the conduct board. Additionally, five members will serve as voting members of the conduct board. The five members will consist of at least two students and at least two faculty or staff. The vice president for Student Affairs will not serve on the conduct board. The student conduct administrator shall be responsible for ensuring due process and a fair hearing for all concerned. A Lander University student accused of misconduct and action which subject him/her to disciplinary action shall be afforded due process in accordance with requirements and guidelines outlined below.

1. The student shall be notified in writing by the vice president for Student Affairs, or a designee, that he/she

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is accused of a violation. The letter shall contain the specific charges made against the student.

2. The student may, after consultation with the vice president for Student Affairs, elect one of three courses of action:
 - a. The student may admit the alleged violation, waive a hearing in writing and request that the vice president for Student Affairs, or designee, take whatever action seems appropriate;
 - b. The student may admit the alleged violation in writing and request a hearing; or
 - c. The student may deny the alleged violation in writing, in which case the vice president for Student Affairs shall refer him/her to the conduct board.
3. In all cases in which a hearing is held, the vice president for Student Affairs shall notify the student in writing at least 72 hours in advance of the hearing the following: (1) date, time and place of the hearing; and (2) the conduct board conducting the hearing.
4. The student shall be entitled to appear in person at the hearing to present his/her testimony and has the right to bring witnesses to testify on his/her behalf. It may not be possible to secure the presence of all witnesses since no power of subpoena exists for the university. There will be no prior contact concerning the case between the accuser or the accused and any members of the conduct board.
5. The student may elect to not appear before the conduct board. The failure of a student to appear will not be taken as indicative of guilt and must be noted without prejudice. However, the official or conduct board can elect to conduct a review of the matter and reach decisions in the absence of the student.
6. Should the accused so desire, he/she may be accompanied at the hearing by an adviser from on campus. The adviser may not be an attorney nor enter into any discussions involving the case.
7. The student shall be allowed to present oral and/or written testimony in his/her behalf.
8. The accused and, if applicable, the accuser both have the right to be present throughout the presentation of testimony.

9. Each side will be given a chance to present its position separately without interruption from the other side.
10. After presentation of both positions, rebuttal and questions will be allowed.
11. The decision made at the hearing shall be communicated in writing to the student and will specify the action taken by the Student Conduct officer or conduct board.
12. The student shall be notified in writing of his/her right to appeal the decision of the university official or judicial body. Should the student appeal, any action assessed by the university official or judicial body shall be withheld pending appeal. Requests for appeal must be made in writing within three days to the vice president for Student Affairs. (See Appeals, [page 11](#)) Appeals will be reviewed by the Grade and Judicial Appeals Committee of Lander University.

The vice president for Student Affairs or designee shall present the charges against the accused to the conduct board and shall make known all relevant facts pertaining to the case. Each side will be given a chance to present its position separately without interruption from the other side. After presentation of both positions, rebuttal and questions will be allowed. At all times, control of the hearing rests with the chair, which shall retain the right to ensure decorum and a fair judicial process. The accused and accuser shall have the right to be accompanied at the hearing by an on-campus adviser. The adviser may neither enter into any of the discussions, nor cross-examine. The prior conduct of the accused and/or accuser shall be taken into consideration only if it bears directly on the charges at hand. Such determination shall be made by the chair. If so determined by the chair, relevant prior conduct may be considered in the determination of both guilt and/or punishment. All decisions of the conduct board will be made by majority vote. A transcript or audio recording of the presentation of testimony shall be kept by the vice president for Student Affairs.

While firmly committed to the concept of due process, the university recognizes the fact that a student may be accused of on-campus or off-campus offenses which, by their nature, would present a clear and present danger of serious physical or mental harm to the student or to another member of the university community or university property. In such case, the vice president for Student Affairs may impose temporary sanctions, pending a hearing, for the protection of the student, the university community and/or university property.

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Further, the vice president for Student Affairs shall have the power to impose such temporary sanctions pending a hearing when a student or group of students present a clear and present danger to the freedoms and rights other members of the university community, and/or to the mission of the university.

Rights of Those Charged with Violation of the Student Code of Conduct

Individuals and groups charged with violations have the following rights that are protected throughout the hearing process:

1. The right to be notified in writing of their rights in the disciplinary process;
2. The right to be notified in writing of the charges against him/her/them with sufficient time to prepare for a hearing; in the event that additional charges are brought, a further written notice must be forwarded to the student(s) or student organization(s). The charged student(s) or student organization(s) may waive the right to separate written notice of additional charges in order to expedite the pre-hearing process;
3. The right to be notified of the date, time, and place of formal hearings at least three university business days prior to the hearing;
4. The right to know the nature and source of the evidence used in a hearing process; this includes the right to review, prior to the hearing, all documents and exhibits to be introduced at a hearing as well as a list of witnesses asked to testify at the hearing;
5. The right to present evidence on one's own behalf, and to bring witnesses on one's behalf;
6. The right to elect not to appear at the hearing, in which case the hearing shall be conducted in the absence of the charged party(ies);
7. The right to refuse to answer any questions or make a statement; however, the conduct board may draw inferences from this refusal;
8. The right to present questions for the witnesses to answer; the conduct officer/board may rule on relevance of these questions;
9. The right to be accompanied by an adviser throughout

the hearing process; the adviser, with the written permission of the charged student(s) or student organization(s) may:

- a. Advise the accused regarding preparation for the hearing;
- b. Accompany the accused to all disciplinary proceedings;
- c. Have access to evidence to be introduced at the hearing.

NOTE: Advisers must be on-campus faculty or staff and are not permitted to participate directly in the hearing process, or to speak for the charged student(s) or student organization(s).

Rules Governing Formal Hearings

1. When a student/student organization representative chooses an option of a formal administrative hearing, or a formal hearing before the student conduct board, or when a case is referred to a council hearing, the vice president for Student Affairs or designee shall set a date, time and place for a hearing and notify those charged, the conduct board, and relevant witnesses and participants as to the scheduling of the hearing.
2. Hearings shall be considered closed and confidential. All statements, information or comments given during hearings shall be held in strictest confidence by hearing officers/council members, university staff, and witnesses, advisers, and observers before, during and after deliberation in keeping with relevant law and policy. Video, audio, stenographic or photographic recording of hearing proceedings are prohibited, except as authorized by the Student Affairs office.
3. If any material facts are in dispute, testimony of witnesses and other evidence shall be heard.
4. A party charged with a violation is responsible for presenting his or her own case. Advisers are not permitted to speak or to participate directly in any hearing.
5. The conduct officer/chair of the conduct board, with assistance of the representative for the university, will exercise control over the hearing to avoid needless consumption of time through repetition of information

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and/or prevent the harassment or intimidation of participants. Any member of the conduct board may request the conduct board to go into private session to discuss and decide a matter by majority vote. The conduct board chair can recess the hearing at any time. The hearing officer/chair of the council shall ensure that all procedures are appropriately followed.

6. The party(ies) charged with a violation(s) and the hearing officer/council members shall have the right, within reasonable time limits set by the chair, to present questions for witnesses who testify orally. The hearing officer/council or director, subject to provisions in the student code of conduct, may require that questions by the charged party(ies) be addressed to the hearing officer/chair who can ask these questions of the witness.
7. All hearings shall be conducted in an orderly manner and technical rules of evidence will not be applied. Witnesses (except for the charged party or parties) shall be present during a hearing only during the time they are testifying.
8. The conduct board or Student Conduct officer may proceed independently to secure evidence for the hearing. The charged party(ies) shall have access to any evidence at least three days before the hearing unless exigent circumstances preclude this possibility. The charged party(ies) shall have reasonable time to prepare responses to such evidence.
9. A staff member from the office of the vice president for Student Affairs serves as a nonvoting member of the conduct board, and may assist in administering the hearing by answering questions regarding procedural issues. This representative may also facilitate the deliberation process, as well as aid in maintaining order at the hearing. The vice president for Student Affairs may authorize certain university staff to be present to advise the conduct board.
10. If the charged student or student organization representative chooses not to attend the formal hearing, the conduct officer/board may proceed with the hearing and reach decisions and impose sanctions without the student's/representative's participation.
11. A tape recording of the hearing shall be kept by the vice president for Student Affairs until any appeal or any external board review has been concluded, or 30 days from the date of the hearing, whichever is longer. No typed record shall be required. The charged party(ies) and

adviser shall have the right, upon request, to listen to the recording in the presence of a staff member from the Office of Student Affairs. The charged student or student organization representative may request a duplicate copy of the recording at his/her/its own expense within a period of 30 days from the date of the hearing.

Deliberations and Decisions of the Conduct Board

1. After hearing the evidence, the conduct officer/board may choose to continue the hearing at a later date if additional evidence or witnesses are needed.
2. After all information has been presented and the charged party has made a final statement, the conduct board shall meet in private to discuss the case, reach its decision and, if appropriate, determine a sanction. Decisions of the conduct board must be by majority vote. If the student(s) is(are) found responsible of violating the student code of conduct, the conduct officer/board may hear any information concerning any past disciplinary record(s) of the student(s) or student organization(s) in determining an appropriate sanction(s).
3. The vice president for Student Affairs, or designee, shall be responsible for forwarding the written decision of the hearing authority to the charged party(ies). The letter from the hearing authority shall consist of:
 - a. Findings of the hearing authority;
 - b. Sanction(s);
 - c. Statement regarding the right to appeal and the appeal procedures.

Sanctions

Purpose: Disciplinary sanctions may be imposed upon students found responsible for a violation of the student code of conduct. All sanctions may be imposed either singularly or in combination. The purpose of imposing sanctions is twofold: (1) to protect the university community from behavior which is detrimental to the community, and/or the educational mission of the university; and (2) to assist students in identifying acceptable parameters and consequences of future behavior. The sanction(s) imposed is(are) intended to correspond with the severity or frequency of violations, as well as the student's willingness to recommit himself or herself to good citizenship through behaviors that fall within the student code of conduct of the university.

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Sanctions include:

1. Expulsion: Dismissal from the university without the ability to apply for readmittance.
2. Suspension: Denial of enrollment, attendance and other privileges at the university for a specified period of time; permission to apply for admission upon termination of the period may be granted with or without conditions/restrictions. Students may be required to complete a period of disciplinary probation upon their return to the university.

NOTE: Any student suspended or expelled for disciplinary reasons must vacate the campus within the period of time specified in the notice of suspension. The student may not return to campus or university property during the term of the suspension without prior written permission by the vice president for Student Affairs or designee.

3. Disciplinary Probation: A period of review and observation during which a student is under an official warning that subsequent violations of university rules, regulations or policies are likely to result in a more severe sanction, including suspension or expulsion from the university; while on disciplinary probation, a student is considered to be not in good standing and may face specific limitations on his or her behavior and/or university privileges (see conditions/restrictions).
4. Conditions/Restrictions: Limitations upon a student's behavior and/or university privileges for a period of time, or an active obligation to complete a specified activity; this sanction may include, but is not limited to, restricted access to the campus or parts of campus, denial of the right to represent the university in any way, denial of the privilege to live within a university residence, a denial of parking privileges, and required attendance at a workshop or participation in public service. A student may be restricted from seeking to run for or to hold an elective student office, i.e., in the Student Government Association and/or in registered student organizations.
5. Written Warning: An official reprimand that makes the misconduct a matter of record in university files; any further misconduct could result in further disciplinary action.
6. Fines and Restitution: An order may be issued to make restitution or to pay a fine when a student has engaged

in conduct including, but not limited to, the damage or destruction of property, the theft or misappropriation of property, fraudulent behavior, or violations of the alcohol and/or drug policies. Such property may belong to an individual, group or the university. Restitution may be in the form of financial payment, community service, or other special activities designated by the hearing authority. Additional fines may be assessed as a punitive measure.

7. Housing Sanctions: These sanctions include written warning, conditions, restitution, housing probation, housing contract cancellation and relocation and removal, as described in Housing policies.
8. Other measures may be taken if deemed appropriate by the student conduct board.

Any disciplinary correspondence and/or actions will be placed in the student's file in the Student Affairs office. The student has the right to appeal any disciplinary action taken against him/her.

Appeals

1. Decisions of the conduct officer or designee, or from a conduct board hearing, may be appealed by a student or student organization to the Grade and Judicial Appeals Committee. The reasons for an appeal are limited to the following:
 - a. To determine whether the student conduct board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the student code was violated, and giving the accused student a reasonable opportunity to prepare designated procedures will not be a basis for sustaining an appeal unless significant prejudice results;
 - b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the student code occurred;
 - c. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in

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the original hearing, because such information and/or facts were not known to the person appealing at the time of the original student conduct board hearing.

2. An appeal must be made in writing to the office of the vice president for Student Affairs, within three university business days of receipt of the original written decision. A decision is assumed to be received three university business days from the date of mailing. The appeal must be made in writing stating the reason for the appeal. After review the Grade and Judicial Appeals Committee may either:
 - a. Affirm the finding(s) of the original hearing authority, in which case the decision is final; or
 - b. Remand the case to the original hearing authority for further proceedings with directives to attend to procedural errors or new evidence.

In extraordinary circumstances, the faculty/senate or designee may direct a new hearing before a conduct officer/board. All deadlines expressed in any section are subject to change if exigent circumstances exist.

3. The chair of the Faculty Senate or designee shall send written notification of the decision regarding the appeal to the appealing party within 10 university business days of receiving the appeal barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent to the vice president for Student Affairs.

WELLNESS DISPOSITION POLICY

Lander University is very concerned with any situation wherein a student's state of psychological imbalance or poor mental/physical health leads to either acute risk or actual disruption of the academic process and educational mission, or creates undue and continuing stress or danger for either that student and/or members of the university community. Examples of such situations are suicide attempts, grossly distorted behavior caused by drug ingestion, or demonstrated episodes of acute anxiety or other types of mentally aberrant behavior. Should a student's behavior be assessed by appropriate university staff or if Lander University is made aware of any of the above situations, disposition of that case will be considered on its own merits. Possible disposition may include, but is not limited to any, or combinations of, the following requirements: (1) referral

for professional mental health evaluation; (2) documentation from a mental health professional of a student's ability to return to the university and to resume participation in current educational programs, activities and services; (3) remediation; (4) therapy; (5) imposition of sanctions or limits designed to protect the individual or the university community; (6) voluntary withdrawal from the university (including university housing) for either a specified or unspecified period of time; or (7) mandated withdrawal or suspension from the university (including university housing) for either a specified or unspecified period of time. In potentially serious situations, Lander University reserves the right to notify the parents or guardians of the student and appropriate university officials. Final disposition of the matter will be determined by the vice president for Student Affairs, in consultation with the Lander University Behavioral Intervention Team and/or other appropriate professionals.

NAME CHANGE

If a student marries or changes his/her name while enrolled, he or she is required to notify the Office of the Registrar in order to keep records up to date.

RESIDENCE HALL REGULATIONS

Violation of any residence hall regulation, including visitation regulations, is prohibited. Commuting students and students living in residence halls shall be held responsible for the action of their guest(s).

Visitation Policy

There are three visitation policies based on the residence hall in which you reside. Please consult the Community Living Guide for details on the visitation policy effective in your area.

Fire Safety/Alarms/Drills/Smoke Detectors/ Surveillance Systems

The triggering of false fire alarms or tampering with smoke detectors, fire extinguishers, hoses, EXIT signs, posted fire safety information, and alarm and surveillance systems are all prohibited. Those individuals suspected of such offenses are subject to criminal prosecution, eviction from university housing, and/or subject to fines up to \$250.

The Housing department should be notified immediately if there is a problem with any type of fire safety equipment.

STUDENT CODE OF CONDUCT

Fire drills are conducted at the beginning of each semester in the residence halls. Lander University Police Department, Physical Plant and Housing personnel will supervise the evacuation of the residence halls and report any noncompliance by residents. Any time the fire alarm sounds, students are to leave buildings immediately and congregate outside their buildings until advised to return to buildings by university officials. Failure to leave buildings may result in a fine of \$50 and/or disciplinary actions. **ELEVATORS ARE NOT TO BE USED IN CASE OF EITHER A FIRE DRILL OR AN ACTUAL FIRE.**

SKATEBOARDS, CYCLES, ROLLER SKATES, ETC.

Skateboards are prohibited in all areas of the Lander campus, including parking lots. Other wheeled vehicles, with the exception of wheelchairs or other mobility aids for the handicapped, are prohibited in all university buildings, the Plaza area (in front of the library) and the Commons area in the Grier Student Center. Bicycles are allowed in the Plaza area.

SOLICITATION

The state recognizes that each agency is legally responsible for promoting the efficiency of the public services it performs. The following rules on solicitation are promulgated in furtherance of that legal responsibility.

Lander University is an institution of higher learning in which students are free to pursue their academic endeavors. In order to enhance the educational atmosphere at Lander and, at the same time, balance the privacy of students and the right to engage in noncommercial solicitation, Lander has adopted the following restrictions with respect to time, place and manner of solicitation.

Soliciting is limited to registered Lander student organizations and university departments. Any outside organization or individual wishing to come on campus for this purpose must be sponsored by a registered student organization or university department. Solicitation must not result in substantial disruption of, or material interference with, educational, administrative or operational activities.

In order to protect the privacy of resident students and provide them with maximum security, the following policies governing solicitation are especially important as they pertain to residence halls.

Solicitation is defined as contact for the purpose of:

1. Soliciting funds or sales or demonstrations that result in sales;
2. Recruitment of members or support for an organization or cause;
3. Compiling data for surveys, programs or other purposes;
4. Distributing advertising or other materials.

SPEAKERS ON CAMPUS

Lander University chartered student organizations shall be allowed to invite and hear any person of their own choosing. Approval for the speaker is to be requested through the vice president for Student Affairs and the president of the university. Reasons for disallowing a speaker to speak on campus are:

1. Insufficient time to allow for adequate preparations and scheduling;
2. Inappropriate facilities;
3. Prior commitments to another student or faculty organization which would conflict;
4. Inability to provide security precautions necessitated by the speaker.

The sponsorship of outside speakers does not imply approval or endorsement of the expressed views either by the sponsoring group or the university.

STEALING

Stealing includes the wrongful taking of money or property without the consent of the owner and/or the secreting of anything stolen. Accessory to theft includes knowingly giving aid before and/or after the fact to a violator of this regulation.

STUDENT REGULATION CHANGES

All changes in student regulations must be approved by the appropriate committee, the vice president for Student Affairs, and the president of the university.

STUDENT CODE OF CONDUCT

UNAUTHORIZED ENTRY

Unauthorized entry includes the entering and/or occupation of the facilities of the university, by its students or employees, that are locked, closed to student activities, restricted to use by a student or group of students, or that have not be reserved through the appropriate university offices. Accessory to unauthorized entry includes knowingly giving before and/or after the fact to a violator of this regulation.

LITTERING

Littering or improper disposal of trash is not permitted. No person shall litter by willfully or negligently throwing or dropping any item such as, but not limited to: bottles, cans, papers, cigarettes or tobacco, wastes, rubbish, garbage or trash of any kind, or by unloading or dumping any refuse onto any area not authorized for refuse disposal. Be advised that violations of this policy may result in disciplinary action and/or imposed fines as stated in the South Carolina Code of Laws.

VEHICLE REGISTRATION AND PARKING/TRAFFIC REGULATIONS

	Fines
Handicapped space	\$100
Parking in a fire lane	\$50
Careless driving	\$50
Parking in a service and delivery space	\$35
Parking in a visitor's space	\$35
Parking in a reserved parking space	\$75
Parking in a yellow zone/improper parking	\$25
No parking permit	\$25
Fraudulent use of a parking permit	\$25

In order to maintain an orderly traffic flow and to assure fair and equal access to parking on the Lander University campus, the following parking regulations have been established. Our goal in developing these regulations is to make parking on campus as convenient and uncomplicated as possible. Your adherence to these regulations will help us to meet this goal.

Parking on the Lander campus will be zoned parking for all residence halls during the hours of 7 a.m.–5 p.m. Each residence hall will have a permit with a designated color and the residence hall initials on the permit. The faculty, staff and commuter students will be allowed to park in all other parking lots on campus.

Students and faculty/staff members whose vehicles are

brought on campus are held responsible for any citations issued to that vehicle regardless of who may have been actually operating the vehicle at the time of the citation.

Parking Permits

Parking permits are required between the hours of 7 a.m. and 5 p.m., Monday through Friday, whenever the university is open. All vehicles parked on campus during these times must be properly registered and display a current parking permit. The permit should be displayed on the rear window, driver's side. Student permits cost \$40 per semester. Students wishing to purchase a parking permit for the entire year, including summer sessions, may do so during the fall semester for a cost of \$60. Student parking permits for summer sessions, when purchased separately, cost \$10. Students who wish to purchase more than one permit may do so at a cost of \$5 per additional permit. It is a violation of this policy for anyone to obtain additional parking permits and transfer them to persons outside of their immediate family. Anyone found to be in violation of this policy will be subject to a fine of \$25.

Temporary parking permits, guest parking permits and temporary handicapped parking permits are available free of charge at the University Police Department 24 hours a day for students and others who are using an unregistered vehicle on campus. No more than two temporary parking permits will be issued to any individual who does not purchase a parking permit. Temporary parking permits are issued for a maximum of one week and handicapped permits are issued for a maximum of two weeks. To obtain a temporary handicapped parking permit for longer than two weeks, a signed statement from a physician must be furnished to the University Police Department.

These permits are valid only on the Lander campus. All temporary handicapped parking permits must be renewed annually, including a new physician's statement dated within 30 days of the renewal application.

Loading/Unloading

Individuals wishing to park in areas other than a designated parking space in order to load or unload their vehicle must first call the University Police Department at 864-388-8222 to obtain approval. There is a fifteen minute time limit for parking in this manner. Under no circumstances are handicapped parking spaces, yellow zones or landscape to be used for loading or unloading vehicles.

STUDENT CODE OF CONDUCT

Visitor Parking

Visitor's spaces are enforced between the hours of 7 a.m. and 5 p.m., Monday through Friday, whenever the university is open.

Towing Zones

Certain areas of the campus are designated as towing zones. These areas are clearly marked. Vehicles parking in these areas will be towed at the owner's expense. Vehicles will also be towed in cases where they are abandoned, disrupt the normal traffic flow, damage landscape or create a traffic hazard.

Motorcycles/Mopeds/Motorized Vehicles

Motorcycles, mopeds and any other type of motorized vehicles (with the exception of motorized wheelchairs) are subject to the same vehicle registration and parking regulations as any other motor vehicle. Motorcycles, mopeds and any other type of motorized vehicles are to be parked only in designated parking spaces. They are not to be parked inside or adjacent to any buildings (including residence halls), on sidewalks or on the landscape, and are subject to be impounded by University Police. Motorcycles, mopeds or any other type of motorized vehicles are not to be driven in any area of the campus other than the streets and parking lots. They are not to be driven on sidewalks or in any other pedestrian traffic areas. Lander University vehicles in performance of official duties are exempt. For special events, permission may be obtained by contacting the chief of University Police.

Appeals

Appeals of parking citations and towing charges may be made to the traffic committee within 10 working days of the citation whenever one feels that he/she has been improperly charged. Appeal forms are available in the University Police office and online at the University Police website. The person submitting the appeal will be advised, by mail, as to the results of the appeal. Arrangements for a personal appeal to the traffic committee are also made through the University Police Department.

Careless Driving

It shall be unlawful for any person to operate a vehicle in a careless manner upon the Lander campus. Any person who drives any vehicle in such a manner as to indicate thoughtlessness, inadvertence, indifference and freedom from care, is guilty of careless driving. **The maximum legal speed on university property is 15 miles per hour throughout campus.**

Note: State citations may be issued for any violation at the officer's discretion. State citations will be paid through the City of Greenwood Municipal Court.

LANDER UNIVERSITY POLICE DEPARTMENT

The Lander University Police Department was established and is maintained in order to achieve the following:

1. To provide protection for the students, employees and other members of the Lander University community;
2. To provide protection for the property of Lander University and members of the Lander community;
3. To enforce federal, state and local laws;
4. To enforce various university regulations, including traffic and parking regulations;
5. To provide various service functions to the campus community.

Organizational Structure of the University Police Department

The Lander University Police Department is directed by the chief of University Police under the Division of Student Affairs, headed by the vice president for Student Affairs.

The University Police Department employs a staff of 13 full-time University Police officers, including the chief of University Police, captain of Support Services, captain of Uniform Patrol, two University Police lieutenants, two University Police sergeants, and six University Police officers. All of these individuals are commissioned state constables who are armed, certified law enforcement officers with full law enforcement and arrest authority.

The University Police Department also employs an administrative support specialist, one parking enforcement officer, five full-time communication officers and various temporary part-time personnel. These part-time employees serve as lifeguards, residence hall monitors and shuttle bus drivers.

The Greenwood City Police department and other law enforcement agencies will occasionally participate in investigations and/or arrests on the Lander University campus.

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The University Police Department provides continuous law enforcement and security services 24 hours a day, 365 days a year. There are at least four University Police officers on duty during the day and a minimum of three officers working at night. In addition to the officers, there are communications personnel on duty at all times. These individuals operate two-way radio equipment and University Police telephones. The University Police Department can be reached on campus by dialing 8222 for general information or 8-911 for emergencies. They can be reached from off campus by dialing 864-388-8222.

During the fall and spring semesters, there are residence hall monitors on duty in two of the campus residence halls. These individuals work from midnight until noon, whenever students are housed in these facilities.

The University Police Department works closely with the Greenwood Police department in the investigation of criminal activity and the apprehension of criminal suspects. Further, the Greenwood Police department will forward to Lander University all reports of off-campus criminal incidents which involve university groups. Students and/or student groups involved in such activity will be subject to disciplinary action.

In summary, the Lander University Police Department is the law enforcement and security organization within the Lander University community. In order to achieve the goals stated above, the university employs both University Police officers and noncommissioned staff.

Emergency Situations

Preventing crime on the Lander campus is a joint responsibility of the Lander University Police Department and members of the university community. Public apathy is the criminals greatest ally. One cannot assume that someone else has reported criminal activity; therefore, it is important that all crimes, suspicious activities and emergencies, including medical emergencies, occurring on the Lander campus or involving members of the Lander community be reported to the Lander University Police Department in a timely manner. The University Police Department is located in Genesis Hall and is open 24 hours a day.

THE EMERGENCY 8-911 NUMBER IS ACTIVE ONLY FROM TELEPHONES LOCATED ON THE LANDER CAMPUS. FROM A CELL PHONE CALL 864-388-8222 OR 911.

When reporting criminal activity or other emergency situations, please provide the following information:

1. Your name;
2. Location of the incident you are reporting, description of the scene and any suspects; and
3. Description of any vehicle including license plate numbers.

Crime Reporting

Upon observing or responding to reports of criminal or disruptive behavior, University Police personnel will take appropriate action which may include detaining or arresting suspects, completing South Carolina incident reports, completing Lander University administrative action reports, performing preliminary and follow-up investigations, and bringing criminal or administrative charges. Statistical information and reports are distributed to the university administration on a regular basis. This information is also available to students, faculty, staff and the general public. For additional information concerning Lander University procedure for obtaining this information, contact the Lander University Police Department.

As a safety measure, all outside doors to the residence halls are locked at all times. Resident students are issued keys to their halls. Centennial Hall and Chipley Hall are staffed by noncommissioned University Police personnel between the hours of midnight and noon whenever these facilities are in use. Students entering the residence halls during these times will be subject to having their ID cards checked and all guests will be required to sign in and to identify the student(s) whom they are visiting.

Students who are locked out of their rooms may call University Police (8222) for assistance. University Police will assist students in unlocking their room as a courtesy, one time only. Thereafter, there will be a \$5 charge for unlocking doors and the Housing office will be notified. Students will be asked to identify themselves before a room is unlocked. Except for university officials, University Police personnel will not open a residence hall room for anyone who does not live in that room. The Lander University Police Department utilizes both reactive and proactive measures in its efforts to reduce crime on the campus. In addition to the deterrent effect of regular uniformed foot and vehicle patrols of the campus, the University Police Department emphasizes community awareness and interaction through

ANNUAL FIRE SAFETY REPORT

the dissemination of crime prevention materials and by sponsoring programs for the campus community. Student groups or individuals who desire additional information or crime prevention material or who would like to schedule a program are encouraged to contact the Lander University Police department's crime prevention officer or the chief of University Police at 8222.

LANDER UNIVERSITY 2013 ANNUAL FIRE SAFETY REPORT

Responsible party: Rodney Boyter, Resident State Fire Marshal

Location of documentation: Facilities Operations Room F0108

Date policy and procedures updated: July 1, 2013

The Campus Fire Safety Right-to-Know Act requires universities with on-campus housing to compile fire data, report the data to the federal government, and publish an annual fire safety report. The following report is provided to the university community, prospective students and prospective employees. A copy of this report is kept on file at the Facilities Operations building room FO 108 as well as the University Policy building. This report is prepared in cooperation with the Division of Student Affairs.

Fire Safety Statistics and Background Information

For this reporting period, there were zero reported fires in on- campus student housing. This resulted in no injuries, deaths or property damage.

Fire Protection

Lander University receives fire protection from the City of Greenwood Fire Department. The City of Greenwood Fire Department is an ISO Class 2 department providing fire suppression, hazardous materials response, technical rescue, and EMS First Responder services to all areas within the city limits of Greenwood, SC.

Fire and Life Safety Code Enforcement

Lander University is under the jurisdiction of the South Carolina Office of State Fire Marshal. In addition, the university employs a resident state fire marshal, who is responsible for providing routine inspections of all campus buildings, conducting fire drills, maintenance of fire

protection equipment, and providing employee training. Routine fire and life safety inspections are made of campus buildings independently as well as in conjunction with inspectors from the State Fire Marshal's office and the City of Greenwood to ensure a safe learning and living environment for our students.

Life Safety System Maintenance and Inspection

Lander University utilizes qualified third party contractors to perform the required inspection, testing, and maintenance of all fire sprinkler, fire alarm and fire extinguishers on campus.

Summary of On-Campus Housing Fire Safety Systems

Centennial Hall: Centennial Hall is equipped with a full-coverage fire sprinkler and standpipe system, as well as an intelligent addressable fire alarm system. The building is also serviced by an emergency generator.

Chiple Hall: Chiple Hall is equipped with a full coverage fire sprinkler system as well as an intelligent addressable fire alarm system. The building is also equipped with emergency egress lighting.

Lide Apartments: Lide Apartments are equipped with a fire sprinkler system as well as an intelligent addressable fire alarm system. In addition, there is a hood suppression system in these apartments.

New residence hall: The new residence hall is equipped with a full- coverage fire sprinkler and standpipe system, as well as an intelligent addressable fire alarm system. The building is also serviced by an emergency generator.

Thomason is equipped with a fire alarm system.

Williamston: Williamston is equipped with an intelligent fire alarm system.

University Place: University Place is equipped with single station smoke detectors in each apartment.

Bearcat Village Apartments: Bearcat Village Apartments are equipped with an intelligent addressable fire alarm system, as well as hood suppression systems over the stoves in these apartments.

Portable fire extinguishers are located in all residence halls. Apartments with kitchens have a fire extinguisher located inside of each room.

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FIRE PROTECTION IN HOUSING FACILITIES

On Campus Residential Facilities	Fire Alarm Monitoring by LUPD	Automatic Sprinkler System	Standpipe System	Fire Pump	Fire Alarm initiating Smoke Detection	Battery Operated Single Station Smoke Detection	CO Detection	Portable Fire Extinguishers	Kitchen Suppression Systems	Number of fire drills each year
Chipley Hall	x	x			x		x	x		2
Centennial Hall	x	x	x	x	x			x		2
Thomason	x					x		x		2
New Residence Hall	x	x	x	x	x			x		2
Lide Apartments	x	x			x			x	x	2
Williamston	x				x		x	x		2
University Place						x	x	x	x	2
Bearcat Village	x				x			x	x	2

Fire Safety Policies for Campus Housing

Cooking/food Preparation

Fire safety and sanitation requirements prohibit cooking in any area within university housing except kitchens which are specifically designed for such use. Possession of cooking appliances other than thermostatically-controlled percolators will result in the occupant being assessed \$25. All foods must be kept in tightly closed metal or plastic containers because of sanitation concerns. Microwave ovens must meet approved specifications set by the Housing department. **Never leave a kitchen unattended while cooking.**

Controlled Cooking Plan for Bearcat Village, Lide Apartments, and University Place

The controlled cooking plan is being enacted to prevent a fire in the kitchen area and is required by the International Fire Code.

1. Surface frying on the range in the kitchen is prohibited.
2. Range areas may be used for warming; however no cooking activity which produces grease-laden vapors is allowed.
3. Violation of this plan will result in an automatic fine

ANNUAL FIRE SAFETY REPORT

of \$250 plus payment of any damages (smoke, water, fire, etc.) that may occur due to violation of this policy.

Electrical Appliances

Residence halls have limits on the capabilities of their electrical systems. Overloading these systems presents fire and safety hazards. Furthermore, electrical heating elements are dangerous when used in residence hall rooms. The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms.

1. Any electrical appliance with an exposed heating element is prohibited.
2. Household extension cords are **NOT PERMITTED**.
3. Surge protector/outlet strips with built-in breakers are to be used when the number of outlets needed is greater than the number of outlets in the student's room.
4. Privately-owned air conditioners are not permitted.
5. Resident-owned refrigerators are allowed in residence hall rooms provided that they do not exceed 1.2 amps.
6. Other appliances such as radios, lamps (no halogen lamps), computers, TVs, electric razors, hair dryers, hair curlers, fans and clocks are permitted, provided the total electrical requirements do not exceed the capability of the system.
7. All electrical equipment and cords must be kept in safe operating condition.
8. Irons may be used only with ironing boards.
9. Cooking in residence hall rooms is limited to the following appliances, which may be used only for their intended purposes: sealed unit coffee makers and popcorn poppers, crock pots, toasters and compact microwave ovens (1.0 cubic feet maximum capacity, 700 watt maximum power.)

Electrical Equipment

No student shall alter or repair electrical equipment or fixtures which belong to the university. Defects in university electrical equipment should be reported to the resident assistant.

Fire Arms/Explosives/Flammable Fluids

The possession or use of firearms, explosives, fireworks,

flammable fluids, dangerous chemical mixtures, or propelled missiles is prohibited. Students possessing or using any of these items face suspension or expulsion from the university.

Fire Safety/Alarms/Drills/Smoke Detectors

The triggering of false fire alarms or tampering with smoke detectors, fire extinguishers, hoses, EXIT signs, posted fire safety information, and the alarm system are all prohibited. Those individuals suspected of such offenses are subject to criminal prosecution, eviction from university housing, and/or separation from the university.

The Housing department should be notified immediately if there is a problem with any type of fire safety equipment.

Fire drills are conducted at the beginning of each semester in the residence halls. Lander University Police Department, Physical Plant and Housing personnel will supervise the evacuation of the residence halls and report any noncompliance by residents. Anytime the fire alarm is sounded, students are to leave buildings immediately and congregate outside their buildings until advised to return to buildings by university officials. Failure to leave buildings may result in a fine of \$50 and/or disciplinary actions. **ELEVATORS ARE NOT TO BE USED IN CASE OF EITHER A FIRE DRILL OR AN ACTUAL FIRE.** Residents violating this policy will be subject to disciplinary action.

Fire Safety Education

Employees of the university as well as all residence hall assistants are provided fire safety training. The resident assistants provide information on safety equipment and evacuation procedures during hall meetings with students living in campus housing. In addition, the university provides all employees and students information on the university Web page regarding emergency procedures for a multitude of potential emergency situations.

Plans for Life Safety Upgrades

With the new residence hall opening in August 2015, several of the housing units without fire sprinklers will be renovated or demolished.

CAMPUS POLICE ANNUAL REPORTS

ANNUAL DISCLOSURE OF CRIME STATISTICS

According to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, our school is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority.’”

The law defines “Campus Security Authority” as: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.” An example would be a dean of students who oversees student housing, a student center, or student extra-curricular activities and has significant responsibility for student and campus activities. Similarly, a director of Athletics, team coach, and faculty adviser to a student group also have significant responsibility for student and campus activities. A single teaching faculty member is unlikely to have significant responsibility for student and campus activities, except when serving as an adviser to a student group. Clerical staff, as well, are unlikely to have significant responsibility for student and campus activities.

The criminal offenses for which we are required to disclose statistics are murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations and weapons: carrying, possessing, etc.

We are also required to report statistics for bias-related (hate) crimes for the following offenses: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, vandalism, intimidation, simple assault, and damage/destruction/vandalism of property.

We are required to disclose statistics for offenses that occur on campus, in or on noncampus buildings or property owned or controlled by our school, and public property within or immediately adjacent to our campus.

The Lander University Police Department (LUPD) maintains a close relationship with all police departments where Lander University owns or controls property to ensure that crimes reported directly to these police departments that involve the university are brought to the attention of LUPD.

Our school has a responsibility to notify the campus

community about any crimes which pose an ongoing threat to the community, and, as such, campus security authorities are obligated by law to report crimes to the University Police Department. Even if you are not sure whether an ongoing threat exists, immediately contact the University Police Department at 388-8222.

The LUPD collects the crime statistics disclosed in the charts through a number of methods. Police dispatchers and officers enter all reports of crime incidents made directly to the department through an integrated computer records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that the LUPD maintains, the statistics below also include crimes that are reported to various campus security authorities, as defined in this report. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub categories on liquor laws, drug laws and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

CLERY ACT CRIMES

1. Murder/Manslaughter – defined as the willful killing of one human being by another.
2. Negligent Manslaughter – is defined as the killing of another person through gross negligence.
3. Sex offenses – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - a. Rape — the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - b. Fondling — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of

CAMPUS POLICE ANNUAL REPORTS

giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- c. Incest — Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d. Statutory Rape — Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- 4. Robbery — is defined as taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
 - 5. Aggravated Assault — is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
 - 6. Burglary — is the unlawful entry of a structure to commit a felony or a theft.
 - 7. Motor Vehicle Theft — is the theft or attempted theft of a motor vehicle.
 - 8. Arson — any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

HATE CRIMES

LUPD strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the community. The Hate Crime statistics are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of simple assault, intimidation and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistics be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: a hate and bias related crime is not a separate, distinct crime, but is a

commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/bias crime.

There were no reported hate crimes for the years 2012, 2013 or 2014.

Hate Crimes — manifested evidence that the victim was chosen based on one of the categories of bias, as listed below:

Categories of Prejudice

- 1. Race — a preformed negative attitude toward group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- 2. Gender — group of persons because those persons are male or female.
- 3. Religion — a preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- 4. Sexual orientation — a preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to members of their own sex or members of the opposite sex.
- 5. Ethnicity — a preformed negative opinion or attitude toward a person or group of persons who belongs to an ethnic group as defined by the courts. For a group to be an ethnic group it must regard itself and be regarded by others as a distinct and separate community because of certain characteristics that usually distinguish the group from the surrounding community.
- 6. National Origin — a preformed negative opinion or attitude toward a person or group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.
- 7. Gender identity — a preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g.,

CAMPUS POLICE ANNUAL REPORTS

bias against trans gender or gender non-conforming individuals.

8. Disability — a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Offenses

1. Larceny/theft — includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
2. Simple assault — an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
3. Intimidation — to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
4. Destruction/damage/vandalism of property (except arson) — to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

LUPD offers programs and resources to promote the prevention of dating violence, domestic violence, and stalking. The crime statistics for these offenses are separated by categories of type. The number for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of simple assault, intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If dating violence, domestic violence, or a stalking-related crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistics be reported separately even

though there is no requirement to report the crime classification in any other area of the compliance document. Note: a dating violence, domestic violence, or a stalking-related crime is not a separate, distinct crime, but is the commission of a criminal offense that involved the additional classification. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender is dating the victim because of his/her relationship with the victim, the assault is then also classified as dating violence.

1. Dating violence — violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - a. By a current or former spouse or intimate partner of the victim;
 - b. By a person with whom the victim shares a child in common;
 - c. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
 - d. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or,
 - e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
3. Stalking — engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - a. Fear for the person's safety or the safety of others; or,
 - b. Suffer substantial emotional distress.

2014: Four VAWA Crimes (Dating Violence, Domestic Violence and Stalking Crimes) Reported

1. One assault reported in residence hall characterized by domestic violence;
2. Three assault incidents reported in residence hall characterized by dating violence;
3. No reports of stalking crimes.

See
<http://www.lander.edu/Student-Affairs/University-Police/Reports.aspx>

STUDENT EDUCATIONAL RECORDS

Information contained in the permanent educational record of each Lander University student follows the professional guidelines set forth by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) in the *Academic Record and Transcript Guide*.

According to the provisions of the Family Educational Rights and Privacy Act of 1974 and with the exception of directory information*, student records, files, documents, and other materials which contain information directly related to a student and are maintained by Lander should be accessed for internal use only on a legitimate, educational NEED TO KNOW basis. **Data which is part of the student's record, but which is not considered directory information,* may not be disclosed to a third party without the written consent of the student. The Act further provides that directory information may not be released if the student has informed the institution, via Bearcat Web, that such information should not be released.** The regulations governing the release of student information apply to that which is contained in the hard (paper) copy as well as that which is available using online computer files.

Any questions pertaining to the release of student information should be directed to the Office of the Registrar.

Guide For Release Of Student Information	Employers	General Public	Government Agencies (except Military Recruiters)	Lander Faculty/Staff	Other Educational Institutions	Parents/Spouse/Guardian	Other Students	Military Recruiters (in compliance with Solomon Amendment)
TYPE OF INQUIRY								
General Information...								
*Address/Telephone	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Athletic participation	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Country of citizenship	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Date and place of birth	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Height and weight of athletes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Lander organizational memberships	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Name of student	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Parents' names/address/telephone	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Personal Identification Number (PIN)	No	No	No	No	No	No	No	No
University Police reports	No	No	No	Yes	No	No	No	No
Race/Ethnicity	No	No	No	No	No	No	No	No
Student ID number	No	No	No	Yes	No	No	No	No
Veterans Status	No	No	Yes	Yes	No	Yes	No	No
Academic Information								
*Awards and scholarships	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Class level (freshman, sophomore...)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Class schedule	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Dates of attendance	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Degrees (dates) conferred	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Enrollment status (full/part-time)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Honors conferred	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Major and minor field of study	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Most recent school attended	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
*Academic status (probation/suspension)	No	No	No	Yes	No	No	Yes	No
Admission status (accepted, rejected...)	No	No	No	Yes	No	No	No	No
Admission status (date of acceptance)	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
FALS events attended	No	No	No	Yes	No	No	Yes	No
Grades/GPA/hours earned	No	No	No	Yes	No	No	No	No
Test scores (SAT, ACT...)	No	No	No	Yes	No	No	No	No
List of Drop Out/Stop Out Students	No	No	No	Yes	No	No	No	No

NOTE: Lander may disclose educational records without the written consent of students 1) to persons in an emergency if the information is necessary to protect the health or safety of students or other persons, 2) upon subpoena by a court or tribunal of competent jurisdiction, 3) to authorize representatives of the U. S. Attorney general, 4) to parents and legal guardians of students under the age of 21 of information regarding student's violation of laws or policies governing the use or possession of alcohol or a controlled substance, 5) regarding final results of a disciplinary proceeding against a postsecondary student.

BUILDING CODES/REFERENCE GUIDE

BUILDING CODES

Each building on campus has particular initials as a code for that building. Room numbers are preceded by the identifying code and are listed below.

ADMINISTRATIVE BUILDINGS

Art Studio	LB
Barrett Hall	BH
Carnell Learning Center	LC
Grier Student Center	GC
Jackson Library	JL
Josephine B. Abney Cultural Center	CC
Laura Lander Hall	LL
Science Building	SC

ATHLETIC FACILITIES

Athletics Center/Horne Arena	AC
Chandler PEES Center	PS
Sproles Recreation Center	RC
<u>OUTDOOR FACILITIES</u>	
Amphitheatre	DI
Moran Assembly Plaza	AP
Former President's House Lawn	PH
Jeff May Complex	MC

CAMPUS SERVICES

Academic Success Center	GE
Facilities Operation	FO
IT Services (1st floor)	JL
Health & Wellness Services	GE
University Police	GE

REFERENCE GUIDE

Phone 864-388-

ACADEMIC RESOURCES

Absences from class	Appropriate class instructor	
Academic matters	Appropriate adviser, department chair, college dean	
Academic petitions	Registrar — LC 109	8503
Adding courses	Registrar — LC 109	8503
Address change	Bearcat Web	
Dropping a course	Bearcat Web	
Graduation	Registrar — LC 109	8503
Internship opportunities	EYE Program — SC 244	8767
Major/minor changes	Registrar — LC 109	8503
Name change	Registrar — LC 109	8503
Registration matters	Registrar LC — 109	8503
Services for students with disabilities	Student Wellness Center — Genesis Hall	8885
Transcript of grades	Registrar — LC 109	8503
TRiO	Student Support Services — 421 Willson Street	8105
Tutoring services	Academic Success Center — Genesis Hall	8308
Withdrawal from a class	Bearcat Web	
Withdrawal from university	Registrar's office — LC 109	8503

BUILDING CODES/REFERENCE GUIDE

ARAMARK/DINING SERVICES

Bearcat Bucks	GC 145 or www.lander.campusdish.com	8221
Burger Studio	GC, 2nd floor	8737
Catering	GC 339	8372
Dining hall	GC 154	8723
Starbucks	Jackson Library, adjacent to Assembly Plaza	8446
The POD Express	LC Atrium	8897
Which Wich	GC, 2nd floor	8382

ATHLETICS AND SPORTS

Athletics, intercollegiate	Athletics office — AC 108	8314
Campus Recreation	Campus Recreational Sports office — PS 242	8313
Fitness Center	PEES — PS 260	8756

CAREER SERVICES

Interviewing	Career Services — GC 344	8971
Off-campus jobs	Career Services — GC 344	8971
Resumes	Career Services — GC 344	8971

FACILITIES

Facility Scheduling	Amphitheatre — CC 385	8406
	Arena — AC 100	8316
	Athletic fields — AC 100	8316
	Barrett Hall — BH 124	8394
	Centennial Hall multipurpose room — GC 322	8906
	Commons — CC 385	8406
	Cultural Center — CC 385	8406
	Dawson Room — GC 143	8723
	Grier Student Center — GC 214	8730
	Laura Lander Hall — LL 314	8137
	Learning Center — LC 109F	8948
	Library Steps — GC 214	8730
	Outdoor Lawn Areas — GC 214	8730
	PEES — PS 242	8313
	PEES Circle — GC 214	8730
	Plaza — CC 385	8406
	Science building — SC 246	8386
	Sproles Recreation Center — GC 214	8730

BUILDING CODES/REFERENCE GUIDE

FINANCIAL ASSISTANCE

Cashing personal checks	Business office — LC 105	8088
Fees, payments, expenses	Business office — LC 105	8088
Financial Aid programs	Financial Aid — LC 122	8340
On-campus jobs	Financial Aid — LC 122	8340
Paying parking fines	Business office — LC 105	8088
Student accounts	Student Accounts office — LC 111	8303

HOUSING AND RESIDENCE LIFE

Residence hall matters	Residence Life office — GC 314	8266
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ID CARDS, PARKING, AND SECURITY

Automobile registration	University Police — GE	8222
Emergencies	University Police — GE	8222
Identification cards	University Police — GE	8222
Lost and found	University Police — GE	8222
Parking regulations, fines	University Police — GE	8222
Security matters	University Police — GE	8222

LIBRARY

Library	Jackson Library — JL	8365
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MISCELLANEOUS

Lander Foundation/ Alumni Center	Lander Foundation and Alumni Center 302 Hampton Avenue Greenwood, SC 29646	8351
Books and supplies	Bookstore — GC 224	8384
Information Technology Services	JL (lower level)	8234
Mail services	Post Office — GC 236	8754
Veterans status and benefits	Registrar — LC 109F	8948

BUILDING CODES/REFERENCE GUIDE

ORGANIZATIONS AND ACTIVITIES

Clubs and organizations	Student Activities — GC 214	8244
Dances	Student Activities — GC 214	8244
Entertainment	Student Activities — GC 214	8244
Greek organizations	Student Activities — GC 214	8244
Publicity for organizations	Student Activities — GC 214	8244
Solicitation on campus	Student Affairs/Student Activities — GC 345 or GC 214	8240/8244
Student center	Student Activities — GC 214	8244

UNIVERSITY RELATIONS AND PUBLICATIONS

Publicity	University Relations and Publications — LC M-28	8329
Website	University Relations and Publications — LC M-32	8721

STUDENT HEALTH AND WELLNESS CENTER

Counseling Services	Student Wellness Center — GE	8885
Health Services	Student Wellness Center — GE	8885
International student insurance	Jackson Library — JL 300	8896
Services for Students with Disabilities	Student Wellness Center — GE	8885

NOTES

NOTES

LANDER UNIVERSITY ALMA MATER

LANDER UNIVERSITY ALMA MATER

O Lander, hear our joyous song,
We chant a hymn of praise.
To thee our paeans aye belong
So heart and voice we raise.
Each loyal heart is filled with pride
As name of thine with joy we call
And know whate'er each one betide
We love thee best of all.

From thee we've learned to know the stars
And philosophic lore;
We call old Clío's mysteries ours
And have a thirst for more,
We've learned to speak in many a tongue,
We've dipped in arts of many a land,
The beauteous lays the bards have sung,
We've heard — led by thy hand.

When comes at last the time to part,
When from thy halls we go,
Each true and loyal Lander heart
Will feel a pang of woe.
Ah, Alma Mater, hail to thee!
Fond love for thee fills ev'ry breast,
Thy name, O Lander, e'er will be
The name we love the best.